|  |  |
| --- | --- |
| [Tenant Name]  [Tenant Address]  [Tenant Email]  [Tenant Telephone] |  |
|  | [Landlord Name]  [Landlord Address] |

[Date]

Dear [Landlord’s / Agent’s name],

|  |
| --- |
| Re: Request for repairs at [Property address] |

I am writing to inform you of some repairs that need to be carried out at the above property.

[insert list of repairs]

Could you please arrange to have these repairs carried out within the next [insert number of days depending on urgency/ severity of issue].

I’d be grateful if you could contact me as soon as possible to arrange a time for the repair work to be carried out.

I look forward to hearing from you soon.

Yours faithfully,

[Tenant Name]   
[Tenant Signature]