**[Add your address]**

[**Add landlord’s address**]

[**Add the date**]

Dear [**Add landlord’s name**]

# Re: Request for works to deal with damp and mould at **[add your address]**

I am a tenant of the above mentioned address and I am writing to inform you about damp and mould in my **[flat/house]**.

The repair work needed is:

There is a substantial problem with damp and mould in [**name of room** **and the specific area in the room which is affected e.g. the ceiling or wall area next to the window**].

This has been ongoing since **[month or year]** and has resulted in **[describe some of the effects to your flat/house – for example, peeling wallpaper or rotting windowsills].**

**[If the problem is affecting your health or that of your family you can add**:

**[I am also worried that the problem may have an adverse effect on my health [and the health of my family].**

**[State if anyone in your family has a respiratory health condition which may be adversely affected by damp and mould].**

Please respond to me in writing within 14 days to advise me of what action you intend to take to put right the defects mentioned above, and when this will be done.

I look forward to hearing from you soon.

Yours sincerely

**[Add your name]**

Contact details **[Add your phone number and/or email address]**

**CC**: Elmbridge Borough Council Private Sector Housing Team, Civic Centre, Esher high Street, Esher, Surrey, KT10 9SD  
Email: [pshousing@elmbridge.gov.uk](mailto:pshousing@elmbridge.gov.uk)