**[Add your address]**

**[Add the date]**

**[Add landlord’s address]**

Dear **[Add landlord’s name]**

**Re: Request for repairs at [add your address]**

I am a tenant at the above address and I am writing to inform you of repair work that needs to be carried out at the property.

The repair work needed is:

**[List repairs]**

I am concerned that the disrepair may cause more damage to the property if it is not fixed immediately.

**[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].

**[Add details of how it may affect your health]**

Please 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 sincerely

**[Add your name]**

Contact telephone number: **[Add your phone number]**