**[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 again of repair work that needs to be carried out at the property. I first wrote on xxxxx. You have not yet arranged for the repair work to be carried out.

The repair work needed is:

[***List repairs***]

[***List again how the disrepair is causing problems, for example:***

I am concerned that the disrepair is:

• having an effect on my health

• damaging the property and leading to further disrepair

• making the property unsafe

• causing great inconvenience]

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

Please contact me within the next 48 hours to agree a time for the repairs to be carried out.

If the repairs are not carried out within 14 days, I will have no alternative but to take court action and/or contact the council to request that their environmental health department carry out an inspection of my home.

I look forward to hearing from you soon.

Yours sincerely

**[Add your name]**

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