

[**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**]