**[Insert your address]**

**[Insert the date]**

**[Insert your landlord’s address]**

Dear **[Insert your landlord’s name]**

**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.

I am also concerned that the disrepair is:

* **List how the disrepair is causing problems, for example:**
* having an effect on my health (and my family’s health)
* making the property unsafe
* causing great inconvenience

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

**[Insert your name]**

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