**[Insert your address]**

**[Insert the date]**

**[Insert your landlord’s address]**

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

**Reminder: 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**

I am concerned that the disrepair is:

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

**[Insert your name]**

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