

(Your address)

(Date)

(Your landlord's name)

(Your landlord's address)

Dear (Your landlord's name)

I am writing to inform about repairs that need to be carried out at the property I rent from you. The repairs that are needed are as follows:

(Insert details of repairs)

In addition to the inconvenience I am worried that the disrepair may cause further damage to the property if left unattended and may also place my health at risk if not fixed.

Please would you make contact with me within 10 days by calling me on (insert telephone number) or emailing me at (insert email address) to arrange a time for you to inspect the property and agree on a timescale for the repairs to be completed.

I look forward to hearing from you.

Yours sincerely

(Your name)