

(Your address)

(Date)

(Your landlord's name)

(Your landlord's address)

Dear (Your landlord's name)

I wrote to you on (insert date) to report 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)

As I have not heard from you these repairs now need to be arranged as a matter of urgency. Please would you make contact with me within 7 days by calling me on (insert telephone number) or emailing me at (insert email address) to organise a time for you to inspect the property and agree on a timescale for the repairs to be completed.

If I do not hear from you I will be reporting this matter to the Private Sector Housing Team at Boston Borough Council and I will ask them to take action to ensure the repairs are carried out.

I would rather resolve the problem directly with you so please contact me as soon as possible.

Yours sincerely

(Your name)