

## Template letter from tenant to landlord

*[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 within the next 14 days to make arrangements 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]***