*<Your address*

*Your town/city*

*Your postcode>*

*<Date>*

*<Your landlord's address*

*Town/city*

*Postcode>*

Dear *<your landlord’s name>*,

**Re: Request for repairs at *<your address>***

I am writing to inform you of some repair work that needs to be carried out at the property above, which I rent from you.

The repair work needed to my home is as follows:

*[List the repairs here, for example:]*

* *<The heater in the sitting room is broken, and the room is now so cold we can't use it.>*
* *<A water pipe in the bathroom is leaking and soaking the carpet.>*
* *<The handrail on the stairs is coming loose and we can no longer use it.>*
* *<The front door has a broken lock so my home is not secure.>*

Not only is this inconvenient but I am concerned that the disrepair may cause more damage to the property if it is not fixed immediately.

*[If the repairs are affecting your health you can add:]*

I am also worried that the problem may have an adverse effect on my health and/or the health of my family.

*[You can give more information here, for example:]*

* *<Our GP, Dr Name, has told me that the damp conditions have aggravated my asthma.>*
* *<My father is very frail and relies on the handrail to get up the stairs.>*

I would be most grateful if you could contact me as soon as possible to arrange a time for the repair work to be carried out.

If the repairs are not carried out within 21 calendar days, I will contact the council to request that their environmental health department carry out an inspection of my home and take further action as appropriate.

I look forward to hearing from you soon.

Yours sincerely,

*[Your name]*

Contact telephone number: *[your number]*