[Add your address here]

[Add date of letter here]

[Add Landlord/Agents address here]

Dear [Add Landlord name]

**Re: Request for repairs at [add your property address]**

I am the tenant at the above address and I am writing to inform you that there are some repair works required at the property. These repairs are needed to resolve the following problems:

[List the problems - examples include: damp to the lounge or faulty heating]

I am concerned that the problems above may cause damage to the property if they are not fixed as soon as possible and if left long term they could affect the health of myself (and my family).

Please contact me as soon as possible to arrange a time for the repair work to be carried out.

I look forward to hearing from you.

Yours sincerely

[Add your name here]

[Add your contact number here]