

<Your address/  
postcode>

<Your landlord/  
managing agent's  
address/ postcode>

<Date>

Dear <Your landlord/ agent's name>

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

I am writing to inform you of some repair work that I consider is required at the  
aforementioned property, which I rent from you.

The repair work required to my home is as follows:

<Check list of hazards enclosed/ List of repairs e.g.

- The radiators in the living room and front bedroom are broken and the rooms are now very cold.
- The lock to the front door is broken and my home is now not secure.>

This disrepair is <causing my family inconvenience/ causing us concern regarding our safety/  
affecting our health>. I am also concerned that the disrepair may lead to further damage/  
disrepair to the property if it is not fixed immediately.

I would be very grateful if you could contact me as soon as possible to arrange a time  
convenient for us both to look at the items and agree the repair work to be carried out  
where necessary.

If I do not hear from you within <a reasonable period of time, i.e. 28 days>, I will be  
contacting the Councils Private Sector Housing team to get further advice.

Yours sincerely,

<Your name>  
<Your current telephone number>