

[*your address*]

[*the date*]

[*landlord's address*]

Dear [*landlord's name*]

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

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

The repair work needed is:

[*List repairs, for example:*]

[*The gas boiler is not working correctly and we have no reliable central heating or hot water.*

[*The handrail on the stairs is loose and I am not able to use it.*]

I am sure you can appreciate this is inconvenient and I am also concerned that the disrepair may cause more damage to the property if it is not fixed.

[*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.]

[*details of how it may affect your health, for example:*]

[*I have asthma and if the central heating stops working it will make the condition worse.*

[*My husband is disabled and needs a handrail when using the stairs]*

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 soon.

Yours sincerely

[*your name*]

Contact telephone number: [*your phone number*]