[SAMPLE LETTER: Notification of repairs]

[Tenant’s Name(s)]  
Address

Post Code

[Landlord’s name / Letting Agent]

Address

Post Code

Email Address

Date

Dear [Landlord’s name / Letting Agent],

I am writing with regards to **[Insert property address]** for which I/We currently hold the tenancy. The purpose of this letter is to inform you about some repair work that needs to be carried out at the property.

**[Write a brief description of the repairs needed, if the disrepair is causing damage to the property or affecting your health/safety explain how]**

If I do not receive an adequate written response within 14 days of the date of this letter providing a description of the action you plan to take to address the repairs and a reasonable time scale in which you will complete the works, I intend to notify my local council of this complaint.

I look forward to hearing from you soon.

Yours sincerely,

[Tenants Signature]

[Tenants name printed] (e.g. John Smith)

**NOTE**: **KEEP A COPY OF THIS LETTER SAFE AS PROOF OF YOUR COMPLAINT.**  Remember that it is your responsibilityto notify your landlord/letting agent of any repairs. **(Remove before printing!!)**