[***Insert your address***]

[***Insert date***]

[***Insert landlord’s address***]

Dear [***Insert landlord’s name***]

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

I am tenant at the above address. I am writing this letter to make a complaint about the condition of the property. As a result I hereby inform you that the following repair work need to be carried out at the property:

The repair work needed is:

[***List repairs and possible adverse effects of the disrepair*** e.g.]

1. Boiler not working – no heating
2. Blocked sink

My concern is that the disrepair is causing damage to the property causing substantial inconvenience to us making it unsafe for us to live in the property adversely affecting my/our quiet enjoyment of the property)

[***Delete as applicable and add details of applicable concern if possible***]

I will appreciate if you contact me as soon as possible regarding this complaint to discuss what remedy you propose to do in order to resolve this matter.

I look forward to hearing from you soon.

Yours sincerely

[***insert your name***]

Contact telephone number: [***Insert your contact telephone number***]