*<Your address*

*Your town/city*

*Your postcode>*

*<Date>*

*<Your landlord's address*

*Town/city*

*Postcode>*

Dear *<your landlord’s name>*,

**Re: *<description of problems or issues >***

 ***<your address>***

I am writing to inform you that the above property, which I rent from you, has a problem with ***<description of problems or issues >*** .

The problems in the property include:

*[List the repairs here, for example:]*

* *<The heater in the sitting room is broken, and the room is now so cold we can't use it.>*
* *<A water pipe in the bathroom is leaking and soaking the carpet.>*
* *<The handrail on the stairs is coming loose and we can no longer use it.>*
* *<The front door has a broken lock so my home is not secure.>*

Not only is this inconvenient but I am concerned that if these problems are not resolved fairly soon they may cause more problems to the property.

*[If the repairs are affecting your health you can add:]*

I am also worried that these problems may have an adverse effect on my health and/or the health of my family.

*[You can give more information here, for example:]*

* *<Our GP, Dr Name, has told me that the damp conditions have aggravated my asthma.>*
* *<My father is very frail and relies on the handrail to get up the stairs.>*

I would be most grateful if you could contact me as soon as possible to discuss this matter and arrange for whatever appropriate action is required to resolve the problems mentioned.

I look forward to hearing from you soon.

Yours sincerely,

*[Your name]*

Contact telephone number: *[your number]*