

[Add your address]

[Add the date]

[ ]

Dear [ ]

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

I am writing to you concerning the outstanding repair work, which I have previously brought to your attention. The outstanding repairs are:

**(LIST THE REPAIRS REQUIRED)**

You have not **contacted me / arranged** (*delete as appropriate*) for the repair work to be carried out.

**[List again how the disrepair is causing problems, for example:**

I am concerned that the disrepair is:

- having an effect on my health & my family
- damaging the property and leading to further disrepair
- making the property unsafe
- causing great inconvenience]

Please contact me to arrange a time for the repairs to be carried out. Please note that an appropriate response to these repairs needs to be provided by you within 14 days.

If we have not been able to agree a suitable response to address the above repair issues, I will contact the council to request that their Private Sector Housing Team carry out an inspection of my home and take further action as appropriate. I will also refer the matter to the Landlord Redress Scheme and ask the Ombudsman to investigate the matter on my behalf.

I look forward to hearing from you.

Yours sincerely

**[Add your name]**

Contact details: **[Add your phone number & email]**