*Your address*

*Your town/city*

*Your postcode*

*Date*

*Your landlord's address*

*Town/city*

*Postcode*

Dear *[your landlord’s name]*,

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

I am writing to let you know about some repair work that I think needs to be carried out, which I have listed below:

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

* *The heater in the sitting room is broken,*
* *There is mould to the bedroom wall and ceiling*
* *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.*

Please can you contact me within 14 days to arrange to look at all of these problems and then organise the repairs that are needed.

I look forward to hearing from you.

Yours sincerely,

*[Your name]*

Contact telephone number: *[your number]*

Contact email address*: [your email address – optional]*