Repair request to the landlord

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Address of the rented home

Subject: request for a repair in the home I rent

Dear Sir or Madam,

I am writing about the home I occupy as your tenant. I would like to report the problem described below and ask you to have it put right as soon as possible.

The problem

Room or fitting concerned

Date it was first noticed

Precise description: what is not working, since when, what it affects

How urgent is it?

- [ ] Urgent: risk to safety or health, or damage is ongoing
- [ ] Not urgent: it hampers normal use of the home
- [ ] Reminder: my first request went unanswered

What I am asking for

Repair or work requested

Deadline I suggest

When I am available to give access

Enclosed with this letter

- [ ] Dated photographs
- [ ] Quote or opinion from a tradesperson
- [ ] Copy of my first request

Please confirm the date of the work to me in writing. If the problem were still unresolved on that date, I would reserve the right to take the steps provided for by my tenancy agreement and by the rules that apply.

Yours faithfully,

How it is sent

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method

Signature

Name in full