Dear

**Re: Request for repairs at**

I am a tenant at the above address, and I am writing to inform you of the problems I am experiencing at the property.

The issues are:

I am concerned that these issues may cause more damage to the property if they are not attended to promptly.

I am also worried that the problem may have an adverse effect on my health [and the health of my family] because;

Please contact me as soon as possible to arrange a time to visit and arrange for any appropriate repair work to be carried out.

I look forward to hearing from you soon.

Yours sincerely

Contact telephone number: