[Add your address here]

[Add date of letter here]

[Add Landlord/Agents address here]

Dear [Add Landlord name]

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

I am writing again regarding the repair works required at the above property which I informed you of in my letter dated [add date of previous letter].

These repairs are required to resolve the following problems which have not been dealt with following my last letter:

[List the problems again]

As stated in my last letter, I am concerned that the problems above may cause damage to the property if they are not fixed as soon as possible and if left long term they could affect the health of myself (and my family).

Please contact me within the next 48 hours to discuss a time for the repair work to be carried out.

If the repairs are not completed within 14 days, I will have no option but to contact the Council to ask for one of their Public Protection Officers to carry out an inspection of my home and take further action if necessary.

I look forward to hearing from you.

Yours sincerely

[Add your name here]

[Add your contact number here]