

DISREPAIR LETTER TEMPLATE:

**[Your landlord's address]**

**Date:**

Dear [your landlord's name]

**RE: Unsatisfactory Conditions at [the address of your property]**

I am writing to bring the following disrepair issues to your attention:

[List your repair issues]

Please can you kindly make contact with me on the below number to arrange a mutually convenient time to inspect the property and organise relevant repairs to be undertaken.

My current contact details are:

[your phone number or numbers]

'Please could I be made aware of the expected timescales that the disrepair issues listed above are expected to be complete. If the timescales are prolonged, works are not complete in an effective manner that will eradicate risks to my health and safety or an adequate response is not received it will be my intention to report the matter to Stoke-On-Trent City Council'

Yours Sincerely,

[your name and signature]