

[Date]

[Landlord's address]

Dear [Landlord's name],

Re: Request for repairs: [Address of property]

We are writing to request that you arrange for the following repairs to be carried out.

1. Leak from the shower: every time we use the shower in the first floor bathroom, water runs through to the kitchen below. We have made sure that the shower curtain is tucked inside the bath but this has made little difference. Could you please ensure that the necessary action is taken within the next five days.

2. Burglar alarm: we are having difficulties setting the alarm and when it is set it frequently activates for no obvious reason. This is causing concern, as we do not feel that we can properly secure the property. Could you please arrange for someone to call within the next five days. Could you please contact us so that we can arrange a suitable time for the work to be carried out.

Thank you for your assistance.

Yours sincerely,

[Tenant's name and number]

[Date]

[Landlord's address]

Dear [Landlord's name],

Re: Request for repairs: [Address of property]

We are writing to request that you arrange for the following repairs to be carried out.

You may recall that we wrote to you on the (insert date of original letter) requesting that you carry out necessary repairs. To date you have not contacted us to arrange a convenient date and time for the work to begin. Could you please ensure that contact is made within the next 48 hours.

We are concerned that the repairs noted are affecting the condition of the property and as such we are looking forward to hearing from you within the next 48 hours. If we do not receive a response we will seek advice as regards what action we can take. We look forward to hearing from you.

Yours sincerely,

[Tenant's name and number]