

[Date]

Dear [Landlord's name],

[Address of property]

Thank you for talking to us recently about the problem with our washing machine. As you are aware, the door has become stuck and won't open.

This letter is just for your records and also to confirm that we are happy for you give our telephone numbers to the engineers so that they can arrange a time to come to the property when we will be in.

Yours sincerely,

[Tenant's name]