**Your name**

**Your address**

**Your postcode**

**Your mobile number**

**Your e-mail address**

***Landlord’s name***

***Landlord’s address***

***Landlord’s postcode***

***Insert date***

Dear ***Mr/Mrs/Dr/Ms/Miss (Landlord’s name)***

I am writing to you regarding the disrepair at ***(address including postcode).*** I am informing you in writing about this as part of my duty under the Landlord & Tenant Act 1985 and as part of my tenancy agreement between us.

The items of disrepair are:

* ***XXXXXXXXXXXXXX***
* ***XXXXXXXXXXXXXX***
* ***XXXXXXXXXXXXXX***

**I have attempted to inform you about these items by telephone/text on XX(dates)XXX but nothing has been done*.*** I am worried the disrepair may affect the health & safety of me and my family.

I would kindly request that you contact me within the next 14 days and confirm what work you propose to carry out to remedy these issues, along with a timescale for doing this.

If I do not hear from you and no work is carried out I will have no alternative but to report my concerns to Bolton Council Housing Standards, so that they can carry out a full inspection of the property. I may also have to consider legal action under the Landlord and Tenant Act 1985 and Homes (Fitness for Habitation) Act 2018.

I hope we can come to an agreement regarding the works that need to take place and look forward to hearing from you shortly.

Yours sincerely,

**Sign the letter here**

**Print your name here**