|  |  |
| --- | --- |
| [Tenant Name][Tenant Address][Tenant Email] [Tenant Telephone] |  |
|  | Environmental Health Department[Add your council’s address] |

[Date]

Dear Sir/Madam

|  |
| --- |
| Re: Inspection request: conditions affecting my health and/or safety at [Property address] |

[Add reference number if you have one]

I am a tenant at the above address.

I have written to my landlord to tell them that repairs are needed on [add date] and again on [add date] (copies attached).

I have allowed a reasonable time for my landlord to do the repairs, but they have not done them.

I reported these problems to my landlord:

[List the disrepair repairs you reported to your landlord]

I am concerned that the disrepair problem is affecting my health and safety.

My landlord’s details are:

[Landlord Name]

[Landlord Address]

[Londlord Email]

[Londlord Telephone]

Could you please arrange to visit my home to inspect the disrepair problem?

Yours faithfully,

[Tenant Name]

[Tenant Signature]