|  |  |
| --- | --- |
| [Tenant Name]  [Tenant Address]  [Tenant Email]  [Tenant Telephone] |  |
|  | [Landlord Name]  [Landlord Address] |

[Date]

Dear [Landlord’s / Agent’s name],

|  |
| --- |
| Re: Request for repairs at  [Property address] |

I am writing again (previous correspondence is attached to this letter) concerning the outstanding repair work for the address above.

As I did not hear from you after I sent you three quotes for the work, I have now arranged for the repairs to be carried out.

I have paid the contractor for the work and I enclose a copy of the receipt for the work. Please could you refund the money within the next two weeks. If I have not heard from you by then, I will be forced to start to deduct the money from my rent.

I look forward to hearing from you soon.

Yours faithfully,

[Tenant Name]

[Tenant Signature]

Att.

[add copies of previous letters]