|  |  |
| --- | --- |
| [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] |

Further to my previous letters (attached), since you have not refunded the cost of the repair work that I arranged to be carried out at the address above, I am left with no choice but to deduct the money from my rent.

I trust this will not cause a problem.

Yours faithfully,

[Tenant Name]

[Tenant Signature]

Att.

[add copies of previous letters]