

Landlords Name
Address 1
Address 2
Address 3
Postcode

Your Name
Address 1
Address 2
Address 3
Postcode
Phone number
E mail address
Mobile number

Date xxxxxxxxx

Dear Mr/Mrs/Dr/Ms/Miss XXXXXXXX

I am writing to you regarding the disrepairs at XXXXXXXXXXXXXXXX INCLUDING POST CODE. I am informing you in writing about these disrepairs as part of my duty under the Tenant & Landlord Act and as part of my tenancy agreement signed between us.

The disrepairs are as follows:

- XXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXX

I have tried to inform you XX times by telephone regarding these disrepairs but nothing has been done by you. I am worried that these disrepairs may affect my health & safety and that of my partner and my children.

Please contact me regarding these issues of disrepair within four weeks from the date of this letter to recognise the disrepair issues and put in place a schedule of works that will correct the items listed above.

If nothing is done regarding these repairs then I will have no alternative but to contact Tameside Council's Housing Standards Section for them to inspect the property. I may also have to consider legal action under the Tenant and Landlord Act.

I hope we can come to an agreement regarding the works that need to take place.

Yours faithfully,

SIGN
Your Name

(PLEASE DELETE RED TEXT AS NECESSARY)