**[Insert your address]**

**[Insert the date]**

**[Insert your landlord’s address]**

Dear **[Insert your landlord’s name]**

**Third request for repairs at [add your address]**

I am writing again concerning the outstanding repair work for the address above. I attach copies of my previous correspondence.

You have not contacted me to arrange for the repair work to be carried out.

I am concerned that the disrepair is:

* **List how the disrepair is causing problems, for example:**
* having an effect on my health
* damaging the property and leading to further disrepair
* making the property unsafe
* causing great inconvenience

Please contact me within the next 48 hours to arrange a time for the repairs to be carried out.

If I have not heard from you within 48 hours, I will contact Ashfield District Council to request that their environmental health department carry out an inspection of my home and take further action as appropriate.

Yours sincerely

**[Insert your name]**

Contact telephone number: **[Insert your phone number]**