**[Your address**]

[**Your landlord/ letting agents’ address**]

**[Today’s date]**

Dear Sir/Madam,

Re: Request for repairs at [**property address**]

I am writing to inform you of some repairs that need to be carried out at the above property. I would be grateful if we could discuss this as I would like to deal with this informally.

The repairs that concern me are:

[**Describe the repairs needed]**

[**List your concerns eg we're worried that if left untended this problem could cause damage to my property**]

Could you please arrange to have these repairs carried out as quickly as possible. (A reasonable time scale is 24 hours for emergencies and those with a health and safety risk, and within 28 days for non-urgent repairs)

I’d be grateful if you could contact me as soon as possible to arrange a time for the repair work to be carried out.

If I haven’t heard from you within 14 days then I will have to take advice from Environmental Health at Southampton City Council.

I look forward to hearing from you soon.

Yours sincerely,

**[Your name]**

[**Your telephone number**]