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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to ask your landlord to repair or maintain the property.DO NOT use this letter if you have intentionally or carelessly damaged the rental premises.You need to notify your landlord as soon as possible if you discover a need for repairs. Sending your landlord a completed version of this letter should discharge this obligation.  |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: NOTIFICATION OF NEED FOR REPAIR – [TENANCY ADDRESS]**

I am writing to advise you that the tenancy premises need repairing. I would like you to arrange the necessary repairs.

The repair that is needed is:

[EXPLAIN WHAT NEEDS REPAIRING]

Please contact me to discuss how you would like to organise the repair.

I look forward to hearing from you. Thank you for your help.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]