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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: NOTIFICATION OF URGENT REPAIRS – [TENANCY ADDRESS]**

I am writing to tell you that the tenancy premises required urgent repairs. I attempted to make contact with you but could not reach you.

The following fault arose:

* [INSERT EXPLANATION OF WHAT NEEDED REPAIRING]
* [INSERT EXPLANATION OF HOW THE FAULT AROSE]

The repair was urgent for the following reasons:

[COMPLETE (A) OR (B)]:

1. [EXPLAIN HOW THE FAULT COULD HAVE CAUSED INJURY TO PEOPLE OR PROPERTY]
2. [EXPLAIN WHY THE FAULT WAS SERIOUS AND URGENT]

The repair was carried out in the following way:

* [INSERT LIST OF THE REPAIRS CARRIED OUT]
* [INSERT LIST OF THE COSTS OF THE REPAIRS]
* [INSERT LIST OF ANY EVIDENCE YOU CAN PROVIDE OF THE REPAIRS AND THEIR COSTS]

Please contact me if you have any questions and to discuss reimbursement. Thank you for your time.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]