Your address

(Landlord’s name) (Landlord’s address)

(Date)

Dear (Landlord’s name)

Re: (Address of Property being let)

I am writing to you regarding disrepair at the above property. 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:

* XXXXXXX
* XXXXXXX
* XXXXXXX
* XXXXXXX

I have tried to inform you XXX times by telephone regarding these disrepairs but nothing has been done by you. I am worried that these disrepairs may affect the health and safety of me *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 Sefton Council’s Housing Standards Team 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 sincerely (Your name)