[Landlord / Managing Agent Name]

[Address]

[Post Code]

[Date]

# Dear [Landlord / Managing Agent Name],

**Repairs required at: [insert rented property address]**

We would like to bring to your immediate attention the following maintenance issues at our rented property which require urgent review and repair:

[Issue 1]

[Issue 2]

[Issue 3]

[Issue 4 (delete or add to as needed)]

As you are no doubt fully aware, under the terms of our Tenancy Agreement you are required to undertake repairs to the property as and when needed. Any issues reported should be addressed in a timely and professional manner.

Can you please make the necessary arrangements to address these issues as quickly as possible? Should you need any further information regarding these issues, please contact [me / us] immediately, and we will assist in this regard as best we can.

Please also liaise with us regarding access to the property in order to review the issues and/or undertake the necessary repairs as it is essential that this is agreed to before anyone enters the property.

We would like to thank you in advance for your prompt action in this regard and look forward to hearing from you imminently.

**To simplify matters please use the below contact details to liaise with [me / us]:**

**Name(s): [Name(s)]**

**Tel No’s: [Tel number]**

**Email(s): [Email]**

Kind Regards,

[Insert name(s)]