

Your address

Landlord or agent name and address

Date

Dear

RE: *Your address*

I am writing to you to complain about conditions in the property which I rent from you.

I have made a list below:

- 1.
- 2.
- 3.

I would like you to contact me to discuss these problems. My telephone number is:

Please could you contact me to agree an appointment date for someone to inspect or carry out the work so that I will be at home when they arrive.

I look forward to hearing from you.

Yours sincerely

Your name