

Sample Letter A

Date

Owner's address

Dear Mr Owner

Re: Request For Repairs: 25 Student Lane

Please could you arrange for the following repairs to be carried out.

1. Leak from the shower: every time we use the shower in the first floor bathroom, water runs through to the kitchen below. We have made sure that the shower curtain is tucked inside the bath but this has made little difference. Please ensure that the necessary action is taken within the next 5 days.

2. Burglar alarm: we are having difficulties setting the alarm and when it is set it frequently activates for no obvious reason. This is causing concern, as we do not feel that we can properly secure the property. Please arrange for someone to call within the next 5 days.

Please contact us so that we can arrange a suitable time for the work to be carried out. Thank you for your assistance.

Yours sincerely THE TENANTS

Contact tel no: 234 5678