

## Sample Letter B

Date

Owner's address

Dear Mr Owner

**Re: Request For Repairs: 25 Student Lane**

You may recall that we wrote to you on (date) requesting that you carry out necessary repairs, a copy of that letter is enclosed. To date you have not contacted us to arrange a convenient date and time for the work to begin. Could you please ensure that contact is made within the next 48 hours.

We are concerned that the repairs noted are affecting the condition of the property. If we do not receive a response we will seek advice regarding what action we can take.

We look forward to hearing from you.

Yours sincerely THE TENANTS

Contact tel no: 234 5678