RentMint

FREE TENANT RESOURCE

Repair Request Letter

Fill in the blanks, keep a copy and note the date you sent it.

YOUR NAME(S)
[Your full name]

PROPERTY ADDRESS
[Full address and postcode]

TO (LANDLORD / LETTING AGENT)
[Name]

DATE SENT
[DD / MM / YYYY]

Subject: Repair request at [property address]

Dear [name],

I am writing to report a repair needed at the property above. I first noticed the problem on **[date]**.

Problem: [what you can see, the room and exact location, e.g. black mould on the wall behind the wardrobe in the back bedroom]

How it affects the home: [e.g. the heating does not work / water is leaking onto the floor / the room cannot be used]

Anyone vulnerable in the household: [e.g. young child, older person, breathing condition, or 'none']

I have attached dated photos. Please let me know when someone can inspect the problem and when the repair will be carried out. I can give access on **[days / times]**, with notice as set out in my tenancy.

Please reply in writing to confirm you have received this, so we both have a clear record.

Kind regards,
[Your name] | Contact: [phone / email]

Before you send

- **Keep paying rent:** withholding rent can put your tenancy at risk.
- **Immediate danger:** for a gas leak or sparking electrics, call the emergency service first.
- **Keep a paper trail:** save every reply and the dates of any visits, including missed ones.

Prefer a date-stamped digital record?
Log repairs in seconds with photos, timelines and PDF reports.

Try rentmint.co.uk