

Formal Repair Request Letter

Use This Letter to Report Repair Issues and Create a Written Record

If your landlord or property manager is ignoring maintenance issues, it's important to report the problem in writing. This creates a formal record of your request and may help protect your rights if the issue remains unresolved.

Complete the details below and send this letter by email or post. Keep a copy for your records.

Date: _____

Tenant Name: _____

Property Address: _____

Email Address: _____

Phone Number: _____

Landlord / Letting Agent Name: _____

Landlord / Letting Agent Address: _____

Subject: Formal Repair Request for Rental Property

Dear _____,

I am writing to formally notify you of a repair issue at the above property that requires attention.

Description of the Problem

Location of the Problem

Date Issue Was First Noticed

Has This Been Reported Previously?

Yes

No

If yes, please provide details:

Impact of the Issue

The repair issue is causing the following problems:

Health concern

Safety concern

Property damage

Loss of heating

Water leak

Electrical issue

Security concern

Other

Details:

Request for Action

I respectfully request that the issue be inspected and repaired as soon as reasonably possible.

Please contact me to arrange access to the property if required.

I would appreciate a response within:

- 48 Hours (Emergency)
 - 7 Days (Urgent)
 - 14 Days (Standard Repair)
 - Other: _____
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Supporting Evidence Attached

- Photographs
 - Video Evidence
 - Previous Emails
 - Previous Letters
 - Inspection Reports
 - Other Documents
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Request for Written Confirmation

Please confirm receipt of this repair request and advise when the repair work is expected to be completed.

I hope this matter can be resolved promptly and look forward to your response.

Thank you for your attention.

Yours sincerely,

Tenant Name: _____

Signature: _____

Date: _____

Tenant Record Section

Keep this section for your own records.

Date Sent

Method Sent

- Email
- Post
- Property Portal
- Other

Response Received

- Yes
- No

Response Date

Follow-Up Required

- Yes
- No

Notes:

Important Reminder

Always keep copies of all repair requests, emails, photographs, and responses. Written records can be extremely valuable if the issue escalates into a formal complaint, tenancy dispute, or legal matter.