

Letter Template for  
Reporting Repairs



Tenant's Address

Landlord's Address

Date \_\_\_\_\_

Name of Tenants \_\_\_\_\_

Briefly outline the repair needed or problem identified

When did the problem occur?

What caused the issue?

I/we look forward to hearing from you within 14 days with an action plan for resolving this problem.

Tenant/s Signature \_\_\_\_\_