[***Add your address***]

[***Add the date***]

Private Sector Housing department

Charnwood Borough Council

Southfield Road

Loughborough

LE11 2TX

To Whom it may concern,

**Re: Inspection request: Repairs needed / conditions affecting my health and / or safety at [*add your address*]**

I am a [***private rented / housing association***] tenant at the above address. My landlord is [***add name of landlord***].

I have written to my landlord to advise them that repairs are required. My letters are dated [***add date***] and [***add date***]. **Please find attached copies of my letters for your reference.**

I have allowed a reasonable time for my landlord to respond, but to date repairs have not been carried out.

I reported the following problems to my landlord:

[***List the disrepair repairs you reported to your landlord***]

I am concerned that the disrepair problem is affecting my health and safety / the health and safety of those in my household.

My landlord’s details are:

***Name***

***Address***

***Telephone number***

***Email***

Could you please arrange to visit my home to inspect the disrepair?

Yours sincerely

[***Add your name***]

[***Add your phone number***]