**10.2 Sample Disrepair Letter B**

Date

Owner’s name and address

Dear Mr Owner

Re: Request For Repairs: 25 Student Lane

We are writing to request that you arrange for the following repairs to be carried out.

You may recall that we wrote to you on the (insert date of original letter) requesting that you carry out necessary repairs. 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 and as such we are looking forward to hearing from you within the next 48 hours. If we do not receive a response we will seek advice as regards what action we can take. We look forward to hearing from you.

Yours sincerely

THE TENANTS

(contact tel no: 000 0000)