

# Notice to fix, repair

Date .....

Landlord's name .....

Landlord's address.....

Dear .....

I am writing about our conversation on ..... about .....

.....  
.....  
.....  
.....  
.....

I would now like you to undertake the following repairs and maintenance:

.....  
.....  
.....  
.....  
.....  
.....

You have agreed to have these matters attended to by:.....

.....  
.....  
.....

This is important to me because:

.....  
.....  
.....

Please call me on ..... or .....

between..... and ..... or email .....

if we need to discuss further. Thank you.

Yours sincerely

Signed .....

Tenant's name: .....

Date: .....