

Date:

Landlord's name:

Landlord's address:

Dear

**Tenancy at:**

I am writing to let you know that you are in breach of your responsibilities as a landlord by:

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

Please remedy this by doing the following:

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

If I don't hear from you and you don't remedy the situation by ...../...../..... (at least 14 days from but not including today\*), I may apply to the Tenancy Tribunal.

The Tenancy Tribunal may order work to be done or make any other appropriate order. I can also ask the Tenancy Tribunal to terminate this tenancy.

Please contact me if you have any questions.

Phone: ..... Mobile: .....

Email: .....

Address: .....

Yours sincerely

**Delivery:**

Date:     /     /

By (tick):

- mail (\*allow 4 extra working days from but not including today)
- hand into letterbox (\*allow 2 extra working days from but not including today)
- email to an email address given as an additional address for service  
(\*if sent by email after 5pm, allow 1 extra working day from but not including today)
- fax to a facsimile number given as an additional address for service  
(\*if sent by fax after 5pm, allow 1 extra working day from but not including today)
- hand to landlord