

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)
- ☐ placed into letterbox or attached to the door (*allow 2 extra working days)
- ☐ sent to an electronic address given as an additional address for service after 5pm
(*allow 1 extra working day)
- ☐ 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)
- ☐ handed to landlord or sent to an electronic address given as an additional address before 5pm
on the date of the notice (the first day of the notice period will be the next calendar day)

Note: Please ensure you keep a copy of this document for your own records