Dear Sir/Madam Date

Re: [Property address]

Further to my renting the property, I would like to report the following list of issues at the property for your consideration.

1.

2.

3.

4.

6.

*(List as many issues as necessary. Describe the element of the property, its location, and what is wrong. Include information relating to any harm that specific issues have caused. \*delete this part in brackets before sending the letter.)*

I understand that some of the issues listed may be your responsibility, and that some of them may be my own.

I would like you to investigate the issues mentioned and, where possible, have them resolved where they are your responsibility. I would be obliged if you would kindly contact me within 14 days of the date of this letter, to discuss any of the matters raised, and to arrange a mutually convenient time for you or an agent appointed on your behalf to attend the property so that you may see the items mentioned.

I have contacted the council and required by them to complete a log of all communications with yourself on this matter. If the situation cannot be resolved, I will contact the council for further assistance.

If I can be of any further help, please do not hesitate to contact me. I look forward to your reply.

Yours sincerely