#### Template letter: Letter to the landlord about urgent repairs undertaken by the tenant

*This letter can be used to inform the landlord of any repairs which were undertaken urgently by the tenant because the repairs were urgent and the landlord did not respond to the tenant.*

[Date]

[Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name]

I am writing to tell you about urgent repairs to the property at [Address of property] which I arranged.

The repair that was needed was [explain the nature of the repair] and it was urgent because [explain why it was urgent].

I attempted to contact you by [explain when and how you attempted to contact the landlord], but I was unable to get in contact with you quickly. I therefore arranged for the repairs to be done urgently.

The repairs which were done were [explain the repairs] and it cost [give the cost]. I have receipts for this cost that I am happy to supply you with copies of.

Please contact me [list preferred contact details and times] if you have any questions and to discuss reimbursement of my costs.

Yours sincerely

[Tenant’s name]