#### Template letter: Letter to the landlord about resolving a dispute

*This letter can be used as a first step in trying to resolve a dispute with a landlord before entering into a formal process of issuing a 14 day notice or going to the Tenancy Tribunal.*

*It would be best if this letter was under the name of the tenant so that it is seen that that she/he is asserting her/his rights and not relying on a third party such as an advocate.*

TIP: It is important that a tenant maintain a friendly relationship with her/his landlord so this letter should be worded as friendly as possible while still making the point that some aspects of the landlord's behaviour are not acceptable to the tenant.

[Date]

[Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name]

I am writing to let you know I have some concerns which are impacting on me as a tenant, and I would like us to be able to resolve these issues in a friendly way.

In particular I am concerned about [list the concerns]. In order to address these concerns I would like [explain how the tenant wants the issues resolved].

Thank you for listening to these concerns and I’m sure we can sort them out. I’d appreciate a response to this letter in the week. The best way to contact me is [list preferred contact details and times].

Yours sincerely

[Tenant’s name]