

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 / / , I may apply to the Tenancy Tribunal.

The Tenancy Tribunal may order for 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)
- hand into letterbox (*allow 2 extra working days)
- hand to landlord