

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:

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Please remedy this by doing the following:

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If I don't hear from you and you don't remedy the situation by     /     /     (14 days' from but not including today), 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

