

**Name:** .....

**Address:** .....

**E-mail/Phone:** .....

**Date:** .....

To:

**Landlord/Letting Agency/Agent Name:** .....

**Landlord/Letting Agency Address:** .....

## **Formal Complaint for Unaddressed Repair Issues**

Dear .....,

I am writing to raise a formal complaint regarding the lack of response to my previous repair request,  
dated: .....

### **The issues reported remain unresolved:**

.....  
.....  
.....

This ongoing lack of action is affecting my/our living conditions and may constitute a breach of your legal obligations under the **Landlord and Tenant Act 1985, Section 11**. I respectfully request immediate confirmation that necessary repairs will be undertaken, and a firm date for the work to be completed. Failure to act may leave me no choice but to escalate the matter to the local authority's Environmental Health department and consider seeking legal remedies, including but not limited to rent repayment orders and compensation claims.

Please respond in writing by ..... (Final Deadline Date).

I hope this matter can be resolved swiftly without the need for further action.

Yours sincerely,

**Name:** .....

**Signed:**

*(I will keep a copy of this letter and proof of delivery.)*