

Letter 1

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Date:

Dear

RE: Unsatisfactory conditions at

I am writing to you to bring the following disrepair issues to your attention:

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Please can you kindly make contact with me on the following number
to arrange a mutually convenient time to inspect the property and organise relevant
repairs. I would be grateful if you would please contact me within 14 days of the date of
this letter.

Yours Sincerely,