

Letter 2

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Date:

Dear

**RE: Unsatisfactory Conditions at**

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Further to my letter dated....., unfortunately I have not heard from you / repairs have not been carried out at my property.

I have been advised by Telford and Wrekin Council to allow you a final 7 days to investigate the following disrepair items:-

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If these repairs are not carried out, then I will inform Telford and Wrekin Council of the disrepairs and ask them to record a service request on my behalf.

Please can you kindly make contact with me on telephone number ..... and make arrangements to carry out these repairs. I am keen for this matter to be resolved amicably.

Yours Sincerely,