

Mrs Sally Smith
26 Tree Street
Kenwick

Dear Mr Jones

I write to confirm our discussion at my house on Wednesday. As I have said to you on several occasions I am not happy with you coming to my house without giving me notice. I understand I am entitled to at least 72 hours written notice before you come to inspect repairs and at least 7 days notice in writing before a general inspection.

I believe you to have breached my rights as a tenant. I ask that you respect my rights and give me the correct notice before coming in future. I trust I will not need to take this matter further.

Yours sincerely

DISCLAIMER: This is a sample letter only. The tenant should write their own letter telling their own story in their own words.

Mr John Brown
72 Fourth Avenue
Ballajura

January 2002

Dear Ms Roberts

I wish to make a formal complaint. I believe Homeswest is in breach of its obligation to maintain my rental premises.

I confirm that I reported leaking taps to your maintenance department in September last year and again to you at the inspection in October. While you did send someone after I rang you in November, he only fixed the bath taps and not the kitchen taps. Now the laundry and shower taps are leaking too.

I am very worried about my water bill. Please send someone to check all the taps as soon as possible. I would appreciate it if your plumber would ring me on 123 4567 to make a suitable time.

Yours sincerely

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