

[Print on Large Paper]

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<<Tenant's Name>>  
<<Tenant's Address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear <<Tenant Name>>

**Your tenancy dated <<Date>> of <<Date>>**  
**Completion of repair works/maintenance of items at property**

[Following our recent correspondence] I confirm that the following works have been carried out/issues have been resolved.

1. <<Describe issue and action taken>>
2. <<Describe issue and action taken>>

I should be grateful if you would confirm that the works raised in <<e.g. your letter of XX date>> have now been satisfactory and returning to me the enclosed duplicate letter. If I do not hear from you within 14 days that you are happy with the action taken.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm that I/we are happy with the actions taken by the Landlord to resolve the issues raised.

Signed \_\_\_\_\_

[For and on behalf of the] Tenant

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