

[Print on Landlord's side]

[or insert Address]

<<Tenant's name >>
<<Tenant's address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Tenant's Name>>

Your lease dated <<date>> of <<date>>
Damp and Mould Problem

[Further to our conversation on <<date>>] [we/the landlord] would like to carry out an inspection of the problems you have reported on <<date>> at <<time>>.

<<Other party>> will review the inspection report and, if necessary, consider the source and what, if any, further action can be taken to resolve the problem. Your co-operation is appreciated. You should please be present to discuss any areas of concern to enable a full assessment to be carried out.

You, as tenant, should also take steps to help reduce condensation. Small changes can make a difference to the amount of condensation in a home. A Tenant Condensation Checklist is attached to this letter.

Please delete as appropriate: [If you are unable to offer temporary accommodation until we have inspected and established the source of the problem, please let us know as soon as possible so that we can consider this offer.]

Please delete as appropriate: [[We will arrange to supply a dehumidifier to help reduce any condensation once the inspection has taken place.]

Please let me know immediately if you are unable to attend at the date and time referred to above are not convenient. Please also sign and return this letter to confirm safe receipt.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's receipt of this letter and the date and time of the inspection of the premises.

Signed _____

[For and on behalf of the] Tenant

S
A
M
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E

to your letter/email of <<date>>.] [we/the landlord] would like to carry out an inspection of the property to investigate the cause of the problems you have reported on <<date>> to visit the property

<<Other party>> will review the inspection report and, if necessary, consider the source and what, if any, further action can be taken to resolve the problem. Your co-operation is appreciated. You should please be present to discuss any areas of concern to enable a full assessment to be carried out.

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.....

I confirm the tenant's receipt of this letter and the date and time of the inspection of the premises.