

[Print on Landlord's letterhead or insert Address]

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<<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>> and 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. We would like to ask <<other party>> to visit the property  
on <<date>> at <<time>>.

to your letter/email of <<date>>,  
the property to investigate the cause  
<<other party>> to visit the property

<<Other party>> will review the inspection report and, 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 the report and areas of concern to enable a full  
assessment to be carried out.

, consider the source and what, if  
Your co-operation is appreciated.  
areas of concern to enable a full

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.

to help reduce condensation. Small  
condensation in a home. A Tenant

**Please delete as appropriate:** [If we/the landlord are/is able to offer alternative  
accommodation until we have inspected and established the source of the problem,  
please let us know as soon as possible so we can arrange this for you.]

you have raised about your health,  
alternative accommodation until we have  
you would like to take up this offer,

**Please delete as appropriate:** [[We will arrange to supply a dehumidifier to help reduce any  
condensation in the property.]

[We will arrange to supply  
has taken place.]

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

and date referred to above are not  
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.

and time of the inspection of the

Signed \_\_\_\_\_

[For and on behalf of the] Tenant

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