

Dear

Thank you for letting me know that repairs need to be carried out at your address. The following work will be carried out by

You will be informed of the date and time that this work will be carried out. You will be given at least 24 hours notice. If the property is unoccupied at the time the repairs are scheduled to be carried out, my landlord's keys will be used to access the property. If this is unacceptable to you, please inform me in writing by _____ and I will attempt to arrange an alternative date.

Advice on renting can be obtained from Housing Rights Service or your local Citizens Advice Bureau. You can read about your housing rights by visiting www.housingadviceNI.org

Landlord