

# Report Electrical Fault Letter

Tenant letter template for reporting electrical faults to landlord

Company: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Address: \_\_\_\_\_ Ref: \_\_\_\_\_

## Your Details

Your Name: \_\_\_\_\_ Your Address: \_\_\_\_\_ Date: \_\_\_\_\_

## Landlord / Agent Details

Landlord / Agent Name: \_\_\_\_\_ Address: \_\_\_\_\_

## Letter

Dear [Landlord/Agent Name],

Re: Report of Electrical Fault — URGENT  
Property: [Your Address]

I am writing to formally report an electrical fault at the above property that requires urgent attention.

Description of fault:

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Location within property:

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Date first noticed: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

This fault presents a safety risk to the occupants. Under the Landlord and Tenant Act 1985 (Section 11), you are responsible for maintaining the electrical installations in the property, including wiring, sockets, and the consumer unit.

Under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, you are required to ensure the electrical installation is safe and to carry out any remedial work identified.

I request that you arrange for a qualified electrician to inspect and repair this fault within 14 days. If this fault poses an immediate danger, I expect emergency action within 24 hours.

Please confirm receipt of this letter and your intended course of action.

If I do not receive a response within 14 days, I may contact the local authority's Environmental Health department, who have powers to issue improvement notices and financial penalties.

Yours sincerely,

[Your Name]

### **Evidence Attached**

- Photographs of the fault
- Video of the fault (e.g., sparking, flickering)
- Previous correspondence about this issue
- Copy of EICR (if available)

### **Record of Sending**

Method	Date Sent	Reference
Email		
Recorded post		
Hand delivered		

