[Your name and address]

[Date]

[Lessor/agent’s name and address]

Dear      ,

**Rent reduction for** **[address of premises]**

I refer to my letter dated [date] requesting urgent repairs to be carried out to [set out what needs repairing].

As no action has yet been taken, I seek a rent reduction of $[amount] per week until the repairs are carried out.

If I do not hear from you within seven days, I intend to understand I can apply to the Magistrates Court under section 32(1) of the *Residential Tenancies Act 1987* WA (the Act) for a rent reduction due to a significant reduction in the chattels or facilities provided with the premises.

I hope we can negotiate a solution rather than proceeding to court. Please contact me on [phone number] if you have any questions about the contents of this letter.

I look forward to hearing from you.

Yours sincerely,

[Your name]