***Important note:***

*Please note that this letter should be personalised depending on your situation,*

*Don’t forget to delete our comments in* ***grey****, the brackets and this note.*

Mr/Ms

Your name

Your address

**Registered letter**

Landlord/administration

Address

Place, date

Invoice no. xxx of DD Month YYYY

**Rental property: 3.5-room apartment, 1st floor, Street xxx, 6088 City**

Dear Mr/Mrs

On DD Month YYYY, you sent me a bill in the amount of CHF xxx for the deployment of your technician on DD Month YYYY.

I would like to bring to your attention that according to [Article 259 of the Code of Obligations (CO)](https://www.fedlex.admin.ch/eli/cc/27/317_321_377/en#art_259) and the applicable case law, the tenant must remedy at their own expense defects up to an amount of CHF 150 that can be repaired by an average tenant without much effort. If a tradesperson with special technical expertise or special tools is required, this is no longer considered minor maintenance even if the bill does not exceed CHF 150.

*(Explain why the bill is not payable in this case: either the bill amount exceeds CHF 150 or the repair had to be done by a specialist)*

In view of these facts, I respectfully request confirmation that you have cancelled the bill by DD Month YYYY *(date of the letter + two weeks)*.

Yours sincerely

Name and signature