

[Print on Letterhead]

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<<Name(s) of all Tenant(s)>>
<<Address of property occupied by Tenant>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name(s) as above>>

Your tenancy of <<Property address>> and payment of arrears and other costs

As you know, an Order was made by the court on <<Date>>.

Under the terms of the Order, you must pay £<<Amount>>, representing
£<<Amount>> for rent arrears and £<<Amount>> for other costs.

This sum is payable [by monthly instalments of £<<Amount>> commencing on <<Date>>] [in full
by <<Date>>].

If payment is not made in accordance with the Order, the Landlord will have no choice but to
issue enforcement proceedings against you, which may result in the seizure and sale of goods
belonging to you in order to satisfy the Order. This may result in additional costs. I hope it will not
prove necessary to take such action.

Yours sincerely,

<<Name>>
<<Title>>