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<<Tenant's name >>
<<Tenant's address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Tenant Name>>

Your lease of <<Property address>> <<Property type>> <<Property address>> <<Postcode>>

It has come to my attention that you have not paid the rent due on <<date>> and did not reach me/us until <<date>>.

I would remind you that there is a clause in your lease which allows the landlord to charge interest when rent is paid late. On this occasion, I/we will not be charging interest on this occasion but I/we will be charging interest if there is late payment of rent in future.

Please try to ensure that the rent is paid on time in the future.

Yours sincerely

[For and on behalf of the] Landlord

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