

[Print on Letterhead] [Insert Address]

<<Tenant's Name>>
<<Tenant's Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Tenant Name>>

Your lease of <<Property Address>>

As the rent arrears referred to in <<insert>> have not yet been paid in full, I am/we are now considering bringing <<insert>> letter summarises the situation and invites you to settle the arrears or <<insert>> ment.

Information about the arrears

1. The amount you owe is £<<insert>>
2. [An up to date statement of details of any interest and <<insert>> charges.]
OR
[The most recent statement of details of any interest, administrative and <<insert>> details>>].]
OR
[No statements have been issued in respect of the arrears. Since the arrears were incurred the following <<insert>> incurred in respect of interest, <<insert>>].]
3. The rent arrears arise from <<insert>> dated <<date>> between <<party>> and <<party>>. A copy of the <<insert>> e on request.
4. [You have offered to settle the arrears in regular instalments. This is not acceptable and I <<insert>> a court claim because <<insert>> explanation>>].
5. The arrears can be paid by <<insert>> e.g. method of and address for payment>>. If you wish to <<insert>> ons please contact <<name and address>> contact details of relevant party <<insert>>

Your response

Please either settle the arrears in <<insert>> le proposal for payment within 30 days of the date at the top of this <<insert>> is not satisfactory I/we may issue court proceedings against you.

Yours sincerely,

[For and on behalf of the] Landlord

[Enclosures: Statement of Account]

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