

[Print on Letterhead]

[Print on Letterhead]

<<Tenant's name>>

<<Address>>

<<Address>>

<<Postcode>>

<<Date>>

Dear <<Tenant Name>>

Your tenancy of <<Property address>> of rent

It has come to my attention that you <<date>> and did not reach me/us until <<date>>.

I would remind you that there is a <<number>> day agreement that allows the landlord to charge interest when rent is paid <<number>> days late. I/we will not be charging interest if there is late payment of rent but I/we reserve the right to charge interest if there is late payment of rent.

Please try to ensure that the rent is <<number>> days due in the future.

Yours sincerely,

[For and on behalf of the] Landlord