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S

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

<<Date>>

Dear <<Tenant Name>>

A

**Your tenancy of <<Property Address>> of rent**

It has come to my attention that you have not paid the rent due on <<date>> and has yet to be paid.

I would remind you that there is a clause in your tenancy agreement that allows the landlord to charge interest when rent is paid late. The interest is <<amount>> per week if the property's rent account is in arrears by <<number>> days.

M

If I/we receive the outstanding balance on the next payment occasion. However, if the rent is not paid by the next payment occasion, we will not charge interest on this amount. If the rent is not paid by the next payment occasion, we will charge interest on the outstanding rent and if rent remains outstanding for more than <<number>> days, we will be taking legal action.

I/we look forward to receiving your payment.

Yours sincerely

P

[For and on behalf of the] Landlord

L

E