

[Print on Letterhead]

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<<Names of all Tenants>>

<<Address>>

<<Address>>

<<Postcode>>

<<Date>>

Dear <<Tenant Name>>[, <<Tenant Name>>

Your tenancy of <<Property address>> of rent

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

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 full rent was not received until <<date>> and I/we have charged interest on this occasion but I/we reserve the right to charge interest on the full rent in future.

[[One] [several] [most] of you paid your rent on time.} However, I must remind you that your tenancy agreement makes you and individually" liable. This means that the full rent can be demanded from all of you and that the debt of one becomes the debt of all.

Please try to ensure that the rent is paid in full by the date due in the future.

Yours sincerely,

[For and on behalf of the] Landlord