

[Print on Letterhead]

[Insert Address]

<<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 due on <<date>> and has yet to be paid in full.

I would remind you that there is a clause in your tenancy agreement that allows the landlord to charge interest when rent is paid in arrears. The amount of interest is £<<amount>> and <<number>> days.

[One] [several] [most] of you have not paid the rent on time. However, I must remind you that your tenancy agreement states that you are "jointly and individually" liable. This means that the full rent can be demanded from any of you, so that the debt of one becomes the debt of all.

If I/we receive the outstanding balance by the date specified, we will not charge interest on this. However, if the rent is not paid by the date specified, we will charge interest on the outstanding rent and if rent remains outstanding, we will take legal action.

I/we look forward to receiving payment of the outstanding rent by return.

Yours sincerely,

[For and on behalf of the] Landlord