

[Print on Letterhead] [Print on Letterhead]

<<Tenant's name >>
<<Tenant's address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Tenant Name>>

Your lease of <<Property address>>

Despite my letter of << >> it has not been resolved that you are still in breach of your lease.

I must give you a final deadline of << >>

If by this date the breach has not been resolved, I will put the matter in the hands of my/our legal advisers.

Yours sincerely

[For and on behalf of the] Landlord

S

A

M

P

L

E