

[Print on Letterhead]

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

<<Date>>

Dear <<Tenant Name>>

Your lease dated <<date>> of <<month>> <<year>>

I am writing in relation to your lease of the property.

[I] OR [<<Name of new landlord>> of the property from <<name of former owner/landlord>> on <<date>> of <<month>> <<year>> of new landlord>> is] therefore your new landlord.

I attach a letter from <<name of former owner/landlord>> confirming the sale of the property and authorising you to pay your rent to <<name of new landlord>>].

[I enclose a standing order form and you would complete the form and return it to me as soon as possible.]

OR

[I set out below details of the bank account to which rent should now be paid:

Bank name: << >>
Bank address: << >>
Account name: << >>
Sort code: << >>
Account number: << >>
Reference: << >>

Yours sincerely,

[For and on behalf of] <<Name of new landlord>>