

[Print on Letterhead – Insert Address]

<<Name(s) of all Tenant(s)>>
<<Address of property occupied by Tenant(s)>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name(s) as above>>

Your tenancy of <<Property address>> is hereby terminated for Possession

As you know, a Suspended Order for Possession was made by <<Location>> County Court on <<Date>>.

You are able to remain in the property in accordance with the terms of the Suspended Possession Order. If you fail to comply with the terms of the Suspended Possession Order, I/the Landlord will be able to apply to court for bailiffs to evict you if necessary to take such action.

Yours sincerely,

<<Name>>
<<Title>>