

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant Name>>

**Your tenancy agreement dated <<insert date>> at <<insert address>>**

I am writing in relation to your tenancy agreement for the above mentioned property and, in particular, in relation to clause << >> of the tenancy agreement which requires you to comply with any rules/regulations relating to the management of the property.

[In the light of <<insert circumstances>> requiring all tenants to observe <<insert details of guidance with which you must comply>>.]

Please sign and return one copy of this letter to the above address by <<insert date>>.

Yours sincerely,

[For and on behalf of the] Landlord

.....  
I confirm the tenant's receipt of this letter on <<insert date>>.

Signed \_\_\_\_\_

[For and on behalf of the] Tenant

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