|  |
| --- |
| Tenant name[[1]](#footnote-1)1st LINE OF ADDRESS2nd LINE OF ADDRESS3RD LINE OF ADDRESSPOSTCODE |
| [DATE] |
|  |

Dear [TENANT NAME**]**

**The property: [FULL PROPERTY ADDDRESS]**

I write further to the terms of the Tenancy Agreement.

You are obliged to pay rent of £[AMOUNT] per [WEEK/MONTH [delete as appropriate] ] in accordance with Clause [ CLAUSE NUMBER ] of the Tenancy Agreement. You did not pay the rent on [LIST DATES] and at the date of this letter you owe £[STATE AMOUNT OWED].

You are required to pay £ [STATE AMOUNT OWED] by [DATE ]. If you do not pay the sum stated in this letter within 14 days of the date of this letter, I reserve the right to take further enforcement action against you, which may include possession proceedings.

If you need legal advice about the contents of this letter, you should contact your solicitor or local Citizens Advice Bureau.

Yours sincerely

**[YOUR NAME]**

1. Send a separate letter to each Tenant [↑](#footnote-ref-1)