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

Dear [TENANT NAME**]**

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

**Tenancy Dated: [DATE OF TENANCY]**

**Private and Confidential: [Hand] or [First Class Post and Special Delivery**]

[I/We] are writing as your landlord to give you notice under the provisions of Section 21 of the Housing Act 1988 (as amended 1996). Please see the enclosed notice.

You are required to give [me/us] vacant possession of the property after the end of the notice period, i.e. after midnight on [EXPIRY DATE OF NOTICE].

If you do not provide [me/us]with vacant possession by the date stated above, [I/we] will apply to the court for an eviction order against you [and [I/we] will also ask the court to order that you pay [me/us] [my/our] costs in relation to the eviction proceedings.

You should continue to pay your rent and all other amounts due to [me/us] until you leave the Property.

Please sign and return the duplicate notice to [me/us] at the above address to acknowledge that you have received this letter and the notice.

If you do not understand what this letter or the notice mean, or if you have any questions, you should take independent legal advice without delay from a solicitor, Citizens Advice Bureau or Housing Advice Centre.

SIGNED:...........................................

 [The Landlord **or** For and on behalf of the Landlords]

DATED:...........................................

1. Send a separate letter to each Tenant and keep a copy of the Notice and covering letter(s) [↑](#footnote-ref-1)