|  |
| --- |
| 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 am informing you that I am seeking possession of the property [and judgment for the rent arrears[[2]](#footnote-2)].

Enclosed is a Section 8 notice, which informs you of my intention to apply to the court for possession of the property after **[DATE AS AT QUESTION 5 OF FORM 3]**

Yours sincerely

**[YOUR NAME]**

**Enc: Form 3**

1. Send a separate letter to each Tenant [↑](#footnote-ref-1)
2. Delete if there are no arrears or you don’t intend to seek a court order for repayment within the same claim as your claim for possession [↑](#footnote-ref-2)