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| --- | --- |
| [Landlord Name]  [Landlord Address]  [Landlord Email]  [Landlord Telephone] |  |
|  | [Tenant Name]  [Tenant Address] |

[Date]

Dear [TenantName],

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| --- |
| Formal demand for overdue rent |

Further to our recent contact regarding your rent (please refer to my previous letter dated [date]), I am writing to advise you that the balance outstanding on your account was still **£ [outstanding amount]** as at [date].

You have failed to bring your payments in line with the terms of the Tenancy Agreement as requested. It is important you clear your account immediately to avoid further action being taken. If you are unable to clear the entire balance within 7 days of receiving this letter, you must contact me to make an arrangement to clear it by instalments. If you are experiencing financial difficulties you can seek independent advice from the Citizens Advice Bureau.

Failure to act accordingly could result in me serving you with a Notice Requiring Possession. This means potential court proceedings at a later date. The notice is valid for six months from date of service. Please ensure you take the necessary steps to prevent further action being taken.

Yours Sincerely,

[Landlord Name]

[Landlord Signature]