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

[Date]

Dear [Tenant Name],

|  |
| --- |
| Rent arrears of £[amount] as at [date] - Notice Requiring Possession for property at [Property Address] |

Further to my previous letters dated [date of letter 1] and [date of letter 2], and due to continuing rent arrears, you have left me with no alternative but to serve you with a Notice Requiring Possession. This is the first stage of legal proceedings to obtain possession of your home.

It is important you understand what this Notice means and how it affects your tenancy. I strongly advise you to contact the Citizens Advice Bureau immediately as they can give independent help and advice regarding the payment of rent, Council Tax and any other bills.

Failure to contact me and maintain a regular payment plan to clear your rent arrears will result in further action being taken. This will be in the form of a Court referral, which could lead to the loss of your home as well as an additional court fee added to the balance for court costs.

Yours Sincerely,

[Landlord Name]

[Landlord Signature]