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

[Date]

Dear [TenantName],

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

A Notice Requiring Possession was served on you on [date].

This notice becomes effective on [date] at which point I can consider applying to the County Court to obtain a Possession Order. This could result in Court Costs being added to your balance, a County Court Judgment and the loss of your home.

It is important you make immediate arrangements to clear this debt, either in a one-off payment or by manageable instalments, agreed by myself. I have enclosed an income and expenditure form for you to complete and return to me within 7 days of receiving this letter in the envelope provided. This is to assess how much you can realistically afford to pay on a regular basis.

If there is any outstanding query with regard to Housing Benefit, please call me on [Landlord Telephone] immediately for an update and then let us know the outcome.

Yours Sincerely,

[Landlord Name]

[Landlord Signature]

You may obtain independent help and advice from the Citizens Advice Bureau regarding the payment of your rent, council tax or other bills.