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

[Date]

Dear [Tenant Name],

|  |
| --- |
| Rent arrears of £[amount] for property at [Property Address]  |

Following recent communication, I write to confirm the agreement you have made to clear your rent arrears.

You have agreed to pay your current rent plus £[amount] every week/fortnight/month off your arrears. Your first payment is due in the week commencing [date].

It is important your payments are made regularly and without fail as any breach could result in an application to the Court being made for a Possession Order. If your circumstances change, please ensure you contact me immediately to renegotiate your payments.

Yours Sincerely,

[Landlord Name]
[Landlord Signature]

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please sign below and return one copy of this agreement in the prepaid envelope provided. The remaining copy is for you to retain for your records.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agree to the above terms.**

**Signature(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**