**[Landlords Name &**

**Address & Telephone]**

**Saturday, 27 April 2024**

**[All tenants' names or a separate letter for each]**

**[Tenant's address]**

Dear **[All tenants' names]**

Re: **[Address of property – Court bailiff]**

As you are aware, the county court issued a possession order for you to give up possession of (address of the let property) on or before (date)

The eviction process has taken a long time; hence, you have had ample time to remove all your items from (address of the property).

I / We have today made an urgent application for the court bailiff to carry out the eviction so that vacant possession can be conveyed back to me/us.

Please arrange to remove your items from the property as soon as possible. After the eviction, the locks to the property will be changed, the property will be made secure, and you will no longer have access to the property.

It would be helpful for both parties if we could discuss the arrangements for your move and checkout; please call me/us.

Please note: You must contact me/us, not the British Landlords Association, regarding the above matter.

Yours faithfully

Landlords Name

