**[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 – Breach of Tenancy]**

I / We enclose a section 8 notice under ground 12 for your urgent attention.

You have breached your tenancy under the tenancy terms under clause (state clause).

The Section 8 notice refers to the particulars of the breach, and further information is set out in the sheet attached to the Section 8 notice.

I / We urge you to contact me/us to resolve this amicably and avoid unnecessary court and legal fees. If a claim is necessary, you will incur court and legal fees.

If you are unsure as to your right in this matter, you should immediately refer this letter and its enclosures to your Solicitor or Citizens Advice Bureau for the benefit of professional advice.

Yours faithfully

(landlord/agent)

