**[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 – Check-Out]**

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)

Can you please contact me/us so we can agree on a date/time to deal with the checkout, keys, and inventory?

Should you fail to contact me/us, I must instruct the court bailiff to carry out an eviction.

This means you will incur further costs, which will be added to the legal costs already incurred.

Yours faithfully

(Landlord/Agent)

