**[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]**

**Rent arrears of £ [Amount] as at [Date]**

**Eviction Date**

As you are already aware, the eviction will take place on the (date) at (time). At this time, the court bailiff will attend to carry out the eviction.

If you can remove all your belongings/property from (address of the let property) before this date, please let me/us know.

You must remove all your items/belongings from the property before the eviction date. The locks will be changed, the property will be made secure, and you will not have access to the property after the eviction date.

If you need to contact me/us to discuss anything regarding the eviction, please do so on my mobile/email, which as you know, is xxxxxx

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Yours faithfully

(Landlord/agent)

