**[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]**

Your rent account is in arrears of £\_\_\_\_\_\_\_. The rent for period \_\_\_\_\_\_\_\_\_\_\_ is outstanding. Please pay this as soon as possible, directly to the landlord.

Should you need to speak to the landlord, the landlord’s mobile is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternatively, you can email the landlord: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours faithfully,

(Landlord/agent)

