**[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]**

Further to our previous letters dated on the ……………, the rent arrears remain unpaid.

Should you have difficulty paying the rent, please contact me/us/your landlord to discuss the best way forward.

Could you please kindly contact your landlord on Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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)

