**[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 ……… and on the ……………, and due to continuing rent arrears. You have left your landlord with no alternative but to serve you with a section 8 notice. You will be liable for the cost of drafting and effecting service of the notice on you.

Failure to contact me/us/your landlord to discuss how and when you will clear your rent arrears will result in legal action being taken against you.

If you have difficulty paying the rent arrears, please get in touch with me/us/your landlord to discuss the above matter.

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)

