|  |  |
| --- | --- |
| [Landlord Name]  [Landlord Address]  [Landlord Email]  [Landlord Telephone] |  |
|  | [Tenant Name]  [Tenant Address] |

[Date]

Dear [Tenant Name],

|  |
| --- |
| Formal demand for overdue rent |

It has come to my attention that your rent for the property at [Property Address] is currently overdue as follows:

Outstanding Rent: **£ [outstanding amount]**

Due date: **[Payment due date]**

I am sure this is only an oversight but would like to remind you that your Tenancy Agreement states your rent should be paid regularly in advance. If you have already made a payment to bring your account up to date, you can ignore this letter and continue making regular payments, otherwise please ensure your balance is cleared within 7 days of receiving this letter.

Should you be experiencing financial difficulties or wish to discuss your payments, please contact me immediately.

Please note you may obtain independent help and advice from the Citizens Advice Bureau regarding the payment of your rent, council tax or other bills.

Yours Sincerely,

[Landlord Name]

[Landlord Signature]