*Your name*

*Your address*

*Contact details*

*Tenant name*

*Tenant address*

Date

Dear

Re: *Tenant address*

**FORMAL DEMAND FOR OVERDUE RENT**

I note from your rent record that your rent is currently overdue as below:

OUTSTANDING RENT: £*amount* DUE: *date due*

I must ask you therefore to pay the outstanding balance immediately and make certain that all future rent payments be made in full on the date due.

I should advise you that unpaid rent arrears may result in court action being taken against you and for which you may become liable for the legal costs.

Contact me urgently if you wish to discuss this matter.

Yours sincerely

Landlord: *your name*

Address for Service: *your address*

Your address must be in England or Wales