*Your name*

*Your address*

*Contact details*

*Tenant name*

*Tenant address*

Date

Dear

Re: *Tenant address*

**FORMAL DEMAND FOR OVERDUE RENT**

Despite a previous reminder regarding outstanding rent, you have not made any payment.

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

In order to avoid legal action being taken against you, the outstanding balance **must** be paid immediately and make sure that future rent payments are paid in full and on the date due.

If the arrears are not cleared, I will consider making an application to the courts for possession of the property 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