*Your name*

*Your address*

*Contact details*

*guarantor name*

*guarantor address*

Date

Dear *guarantor*

Re: *Tenant address*

**FORMAL DEMAND FOR OVERDUE RENT**

I write to advise you that the tenant at the above-named property for which you act as guarantor, currently has the following rent arrears:

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

I therefore request, in accordance with your agreement that either you or the tenant pay the outstanding balance immediately.

If the arrears are not cleared, this could result in action being taken against both you and the tenant 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