*Your name*

*Your address*

*Contact details*

*Guarantor name*

*Guarantor address*

Date

Dear *guarantor*

Re: *Tenant address*

**FORMAL DEMAND FOR OVERDUE RENT**

I note that you have not responded to my recent reminder regarding the outstanding rent 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 advise you that it is my intention to take further action against you to regain possession of the property and to recover the outstanding arrears and any legal costs that may be involved.

If a County Court judgement (CCJ) is made against you this could affect your credit rating.

This action may be stopped by payment of the outstanding arrears in full by return.

Yours sincerely

Landlord: *your name*

Address for Service: *your address*

Your address must be in England or Wales