*Your name*

*Your address*

*Contact details*

*Tenant name*

*Tenant address*

Date

Dear

Re: *Tenant address*

I am writing to you to advise you that a complaint has been made about you in regard to:

***That you abused and threatened your neighbour for complaining about your behaviour***

The incident took place on *date* at approximately *time*.

The above constitutes a serious breach of your tenancy and this matter may be reported to the local police for further investigation.

Be advised that any further complaints made against you will result in action being taken to reclaim possession of the property.

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