*Your name*

*Your address*

*Contact details*

*Tenant name*

*Tenant address*

Date

Dear

Re: *Tenant address*

I am writing to you to gently remind you to ………………………………………………….

It was agreed in the following term of your tenancy agreement;

By ………………………………….., you will help to keep the property in good condition and keep it safe for you and any visitors that you may have.

Please be advised that should any work be required at the end of your tenancy to repair any damage caused by you not fulfilling your tenant responsibilities, this may result in a deduction being made against your deposit.

Feel free to call if you wish to discuss this matter.

Yours sincerely

Landlord: *your name*

Address for Service: *your address*