

[Print on Large Paper]

[Insert Address]

<<Tenant's Name>>  
<<Tenant's Address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear <<Tenant Name>>

**Your lease of <<Property Address>> is in arrears**

It has come to my attention that you owe <<amount>> and has yet to be paid.

I would remind you that there is a clause in your lease which allows the landlord to charge interest on the outstanding amount <<amount>> and the rent is <<number>> days overdue.

If I/we receive the outstanding balance by <<date>> we will not charge interest on this amount. However, if the rent is not received by <<date>> I/we will charge interest on the outstanding rent and if rent remains outstanding we will take legal action.

I/we look forward to receiving your payment.

Yours sincerely

[For and on behalf of the] Landlord