

[Print on Large Paper]

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<<Tenant's name >>  
<<Tenant's address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear <<Tenant Name>>

**Your tenancy of <<Property address>> <<Property type>> tenancy agreement**

It has come to my attention that you have breached your tenancy agreement by virtue of <<Breach of agreement>>.

I would refer you specifically to clause <<Clause number>> of your tenancy agreement.

I must ask you to remedy this by not <<Breach of agreement>>.

If the breach has not been remedied within <<Time period>> days, I will consider what remedies are available to me/us. I hope this will not be necessary.

Yours sincerely,

[For and on behalf of the] Landlord