[Print on La ert Address]

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

<<Date>>

Dear <<Tenant Name>>

Your tenancy agreement dated address>>

I am writing in relation to your tenan d property.

[I**] OR [**<<Name of new landlord> ld of the property from <<name of former owner/landlord>> on <<da​ ​ ​ ​e of new landlord>> is**]** therefore your new landlord.

I notify you under Section 3 of the 1985 that **[**my**] OR [**the landlord's**]** address is <<address of landlord>

The address for service of notices e Landlord and Tenant Act 1987 is <<address of landlord or agent>>.

I attach a letter from <<name of fo​ ​ ​ ​confirming the sale of the property and authorising you to pay your re​ ​ ​ ​of new landlord>>**]**.

[I enclose a standing order form a you would complete the form and return it to me as soon as possible.

OR

[I set out below details of the bank a nt should now be paid:

Bank name: <<
Bank address: <<
Account name: <<
Sort code: <<
Account number: <<
Reference: <<

Yours sincerely,

[For and on behalf of] <<Name of