

[Print on Letterhead – Insert Address]

<<Name(s) of all Tenant(s)>>
<<Address of property occupied by Tenant(s)>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name(s) as above>>

Your tenancy of <<Property address>> is hereby terminated for Possession

As you know, a Postponed Order for Possession was made by <<Location>> County Court on <<Date>>.

You are able to remain in the property in accordance with the terms of the Postponed Order. If you fail to comply with the terms of the Postponed Order, I/the Landlord will be able to apply to court for a date to be fixed for possession of the property. If you then fail to leave, I/the landlord can ask for bailiffs to evict you.

I hope it will not prove necessary to take any further action as above.

Yours sincerely,

<<Name>>
<<Title>>