Information in this box will not print

Date of letter

Tenants' names and address of property

Tenants' names

Dear

Enter rent amount and dates on which it is due. E.g. the 10th of each month

The purpose of this letter is to alert you to a number of missed or late payments of rent in recent months. As you are aware your rent of is due on the of each

It is a strict term of your tenancy agreement that you pay your rent in full and on time. As your landlord, I reserve the right to begin eviction proceedings if you continue to miss your payment date.

If you are having difficulties paying your rent you should speak to an advice agency such as Housing Rights Service or your local Citizens Advice Bureau. Contact numbers for these agencies can be found at www.housingadviceNI.org

If, in future, you are aware that you are going to miss a payment of rent, I would appreciate it if you could inform me in advance. Please contact me using the details provided in your Rent Book if you wish to discuss any of the matters contained in this letter.

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Landlord