

Landlord name  
Address 1  
Address 2  
City/Town  
County  
Postcode

Tenant name,  
Address 1  
Address 2  
City/Town  
County  
Postcode

Date:

Title: **Rent Arrear Reminder**

Dear tenant,

I am writing to advise you that our records indicate your rent is now overdue.

We would be grateful if you could take action to ensure the account is brought up to date as soon as possible.

If payment has been made in the last few days we would ask that you ignore this letter.

Please contact us if you have any queries.

We await your prompt reply.

Yours sincerely,