

**Tariq Mohammed**

35 Woodhall Park Avenue Pudsey LS28 7HF

**Sonia Shezadi**

16 Waterloo Road Pudsey LS28 7PW

20/01/2026

Dear Sonia Shezadi,

**Re: Rent Arrears at 16 Waterloo Road Pudsey LS28 7PW**

I am writing to you regarding the outstanding rent arrears on your tenancy at the above property.

According to my records, the current rent arrears amount to **£7000.07** as at 20/01/2026.

**What you need to do:**

- Pay the arrears in full as soon as possible, OR
- Contact me immediately to discuss a payment arrangement

Please respond within **14 days** of the date of this letter.

I understand that financial difficulties can arise, and I am willing to discuss a reasonable payment plan if you are unable to pay the full amount immediately. However, I must receive contact from you to arrange this.

If I do not receive payment or hear from you within the timeframe above, I will have no choice but to consider taking formal action to recover the arrears and/or possession of the property. This may include:

- Serving a formal notice seeking possession
- Commencing court proceedings
- Reporting the debt to a credit reference agency

I hope we can resolve this matter without the need for court action, which would incur additional costs and stress for both of us.

Please contact me at your earliest convenience to discuss how we can resolve this situation.

Yours sincerely,

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**Tariq Mohammed**

Landlord