

**Alex Landlord**

1 High Street London SW1A1A1

Tel: 07123456789

Email: alex@example.com

**Tina Tenant**

2 Low Road London SW1A2BB

07/02/2026

Dear Tina Tenant,

**Re: Rent Arrears at 2 Low Road London SW1A2BB**

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 **£2167.74** as at 07/02/2026.

**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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**Alex Landlord**

Landlord