\_\_\_\_/\_\_\_\_/\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**Re: Outstanding Rent Arrears**

Please find enclosed rent statement from which you will see that you have rent arrears totalling £\_\_\_\_\_\_\_\_.

Your landlord may decide to do one or more of the following:

* apply to the court to have you evicted,
* apply to the court for a money judgment to force you to pay the arrears.

Please bring your rent up to date within the next 7 days in order to avoid either eventuality.

Your landlord or his agent may be willing to talk to you or negotiate with you about how to pay the money you owe.

Enclosed are our “Ways To Pay” Document so you can pay what is owed.

Yours sincerely,

(YOUR NAME)

Tel:

Email:

encs

Rent report

Bank details

**Ways To Pay**

You can pay your rent in four ways:

1. **Directly in to our bank account:**

|  |
| --- |
|  |

1. **By debit or credit card**

Please email your card details to or call .

1. **By PayPal**

PayPal account name:

1. **Cash**

Call and we will pick it up at a time convenient to you.