

Name]

From:
[Enter Landlord's Full
[Enter Address Line 1]

For the Attention of:
[Enter Tenant's Full Name]
[Enter Address Line 1]

Date:

Re: Rent Arrears at: [address]

Dear Mr/Mrs/Dr xxx

I/We have not received your rent of £..... this month. As it may have been forgotten, may I remind you that your tenancy agreement specifies payment by of each month. I would be very grateful if you could take action to ensure the account is brought up to date within the next 7 days. If you have made payment in the last few days please ignore this letter.

If you have not paid the rent for a reason, please do feel free to get in touch with me to discuss and resolve the issue - my details are below.

Yours sincerely,
[Sign Name]
[Landlord Name]
Contact Details

Missed first rent payment +

Tip: When the tenant has missed the rent payment the first time, hopefully a quick telephone call or the above letter will suffice. You should also send a follow up reminder letter [below]. A good idea would be to have your tenants pay the rent by standing order.