**[Your address]**

**[All tenants' names or a separate letter for each]**

**[Tenant's address]**

Dear **[All tenants' names]**

Re: **[Address of property]**

Formal demand for overdue rent

I am writing to advise you that it appears from my records that your rent is currently overdue as follows:

Outstanding Rent: **[£…]**                                                                    Due: **[Date]**

I therefore kindly request that the outstanding balance be paid immediately and that you ensure that all future rental payments be made in full on the due date.

I take this opportunity to advise you that unpaid arrears could result in court action being taken against you.

If the arrears are not cleared, an application could be made for possession of the property, for which you may become liable for legal costs.

If you would like to discuss this matter, please contact me urgently.

Thank you for your co-operation in this matter.

Yours faithfully,