**LATE RENT LETTER**

 **Date:**

**Subject:** 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,

Landlord Name