Formal demand for unpaid rent

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: unpaid rent, request to settle

Dear Sir or Madam,

As your landlord, I note that the rent for the home you occupy has not been paid in full. I ask you to put this right by the date set out below.

Address of the rented home

Amount still owed

Period concerned (months or dates)

Amount still owed (rent and charges)

Currency

Amount already received for this period, if any

Payment method expected

Nature of this letter

- [ ] First request for payment
- [ ] Final request before taking other steps

Deadline for payment

Please pay this amount no later than the date above, or contact me straight away if you are having difficulty: payment by instalments can be considered.

If I have received neither payment nor a reply by that date, I will reserve the right to take the steps provided for by the tenancy agreement and by the rules that apply.

Yours faithfully,

Enclosures

Signature

Name in full

How it is sent

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method