Date:

Tenant’s name:

Tenant’s address:

Dear

**Tenancy at:**

I am writing to let you know that you have not kept to your tenancy responsibilities by:

|  |
| --- |
|  ................................................................................................................................................................ |
|  ................................................................................................................................................................ |

This letter is **not** an eviction notice. It is a notice giving you until ....../....../...... (at least 14 days from but not including today\*) (the Remedy Date) to remedy the situation by doing the following:

|  |
| --- |
|  ................................................................................................................................................................ |
|  ................................................................................................................................................................ |

I can apply to the Tenancy Tribunal if this is not remedied on or before the Remedy Date.

Please contact me if you have any questions.

|  |  |
| --- | --- |
| Phone: | ..................................................... Mobile: ............................................................... |
| Email: | ............................................................................................................................................. |
| Address: | ............................................................................................................................................. |

Yours sincerely

**Delivery:**

Date: / /

By (tick):

|  |  |
| --- | --- |
| grey-box | mail (\*allow 4 extra working days from but not including today) |
| grey-box | hand into letterbox (\*allow 2 extra working days from but not including today) |
| grey-box | email to an email address given as an additional address for service(\*if sent by email after 5pm, allow 1 extra working day from but not including today) |
| grey-box | fax to a facsimile number given as an additional address for service(\*if sent by fax after 5pm, allow 1 extra working day from but not including today) |
| grey-box | hand to tenant |

Note: Please ensure you keep a copy of this document for your own records