

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 to end your tenancy 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):

- mail (\*allow 4 extra working days from but not including today)
- hand into letterbox (\*allow 2 extra working days from but not including today)
- 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)
- 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)
- hand to tenant