tenant name

tenant address

Date:

Dear Sir/Madam

|  |
| --- |
| **Property: premises address** **Amount due: £****NOTICE SEEKING POSSESSION OF THE ABOVE PROPERTY** |

We act on behalf of your Landlord/We are your Landlord. We are instructed to seek possession of the above property due to your non-payment of rent/other breach of tenancy.

**We hereby enclose by way of service a section 8 notice, which provides that you need to pay the arrears in full or leave the property by date.**

If the rent arrears are not brought up to date by that date then we are instructed to commence possession proceedings, the costs of which will be sought from you.

You may wish to take advice in relation to this letter and enclosed notice. There are details below of some free advice services. We have enclosed a copy of the ‘How to Rent Guide’ for your reference.

[A copy of this letter has been sent to your guarantor.]

Yours faithfully

Advice:

National Debtline www.nationaldebtline.co.uk Freephone Tel 0808 808 4000 Payplan www.payplan.com Freephone Tel 0800 280 2816

StepChange Debt Charity www.stepchange.org Freephone Tel 0800 138 1111 Tax and Benefits Help online www.gov.uk

Citizens Advice online www.adviceguide.org.uk or check local Yellow Pages or Thompson local directory for address and telephone number Community Legal Advice [www.communitylegaladvice.org.uk](http://www.communitylegaladvice.org.uk) Government Advice https://www.gov.uk/repossession/get-advice

 Shelter www.shelter.org.uk Tel 0808 800 4444