

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):

- 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

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