

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/...../.... (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)
- hand into letterbox (*allow 2 extra working days)
- hand to tenant