

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 10 working days* to remedy the situation by doing the following:

I can apply to the Tenancy Tribunal to end your tenancy if this is not remedied in 10 working days.

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