

Date:

Tenant's Name:

Tenant's Address:

Dear

**Tenancy at:**

This is **not** an eviction notice. This is a 10 working days' notice regarding rent arrears.

Your rent is behind by \$..... This is a breach of the Residential Tenancies Act 1986 and our tenancy agreement.

The last payment received was \$..... on / / . You are required by law to pay rent when it is due.

Please pay \$..... by / / (10 working days\* from today).

You will also need to pay your current rent due on / / to bring your rent payments up to date.

Please call me on ..... or email ..... to discuss arrangements for you to pay the missed rent.

If you do not make this payment in the next 10 working days, or make an arrangement with me to pay, I can apply to the Tenancy Tribunal to end your tenancy, and for you to pay all the rent owed.

I enclose a copy of your rent record for you to check with your bank statements or receipts.

Yours sincerely

**Delivery:**

Date: / /

By (tick):

- mail (\*allow 4 extra working days)
- hand into letterbox (\*allow 2 extra working days)
- hand to tenant