Rent Arrear Reminder

Dear tenant,

Further to our recent rent reminder letter it would appear this matter has not yet been settled.

Please note that unless the outstanding payment is received within 7 days of this letter, legal action will be taken to recover monies.

We would also like to remind you that under the terms and conditions of the tenancy agreement all future late payments may well attract additional charges.

We await your prompt reply.

Yours sincerely,