**First Warning**

**ADDRESS**

**DATE**

Dear RESIDENT,

**Re: Arrears at ADDRESS**

It has come to our attention that your account is now in arrears leading to a total of £XXXX accrued over the last ?? weeks (insert dates). Please see attached rent sheet.

Please contact me directly so that we can create a plan together of how to redress these arrears. Please make contact by ???

Yours sincerely,

PARTNER NAME

Partner contact details

PARTNER SIGNATURE

**Second Warning**

**ADDRESS**

**DATE**

Dear RESIDENT,

**Re: Ongoing Arrears at ADDRESS**

As stated in our last letter, dated DATE, It has come to our attention that your account is now in significant arrears leading to a total of £XXXX. Please see attached rent sheet.

Please contact me immediately explaining why these arrears are so high and how you plan to repay the debt that is now on your account.

Failure to be in contact may lead to your eviction so please contact us today.

Yours sincerely,

PARTNER NAME

Partner contact details

PARTNER SIGNATURE

**Third Warning**

**ADDRESS**

**DATE**

Dear RESIDENT,

**Re: Ongoing Arrears at ADDRESS**

Further to our previous two letters dated DATE and DATE, It has come to our attention that your account is now in significant arrears leading to a total of £XXXX. Please see attached rent sheet.

Failure to address the cause of these arrears and engage in a repayment plan will lead to our issuing an eviction notice so please do be in contact immediately explaining why these arrears are so high and how you plan to repay the debt that is now on your account.

Yours sincerely,

PARTNER NAME

Partner contact details

PARTNER SIGNATURE