**Date**

**Your name and address**

To **landlord or agent’s name**

I'm writing to you about the rent that I owe.

I'm sorry that I've been unable to pay my full rent. I appreciate that this puts us both in a difficult position.

Due to a change in my situation, I have to look for somewhere cheaper to live.

I would like to reassure you that I will pay as much as I can while I remain a tenant.

**Write how much you can pay and when you can make the next payment.**

I will contact you with a repayment proposal once I have had advice on my situation.

I would ask that you do not visit my home in the meantime to ask for the rent, and that you follow the legal eviction process if you want me to leave.

I would also ask that we communicate by email moving forward.

Yours sincerely

**Your name**

**Your email**