**Date**

**Your name and address**

To **landlord or agent’s name**

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

I have experienced short term difficulties because **[write why you could not pay]**.

I would like to reassure you that I can pay my rent moving forward.

**[Explain how you can pay the rent from now on]**

I can pay **£XX** each month towards the arrears.

I will pay this on top of my normal rentuntil the arrears are cleared**.**

I hope that we can agree this plan and that I can continue to live here.

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**