

Firstname & Lastname of sender

Address Line 1

Address Line 2

Town & Postcode (Region)

Tel: xxxx xx xx xx

Firstname & Lastname of recipient

Address Line 1

Address Line 2

Town & Postcode (Region)

Tel: xxxx xx xx xx

Date: [insert date here)

Dear Mr (Ms/Mrs) firstname last name

Payments at: [address of property]

We did not receive a payment at the above property as required on *[date last payment was due]*. Your payment is now ___ *[number of days (less than 21)]* days overdue. As you are aware, if you are more than 21 days in arrears with your payments that your option agreement will automatically be in default. It may eventually lead to the tenancy agreement being in default as well.

We would appreciate a payment as soon as possible.

If you need to discuss your payments please contact me on *[your phone number]* during office hours.

Kind regards,

Firstname & lastname of sender
[Signature]