[Your Name]

 [Address line 1]

 [Address line 2]

 [Address line 3]

 [Post Code]

[Date]

[Landlord Name]

[Landlord Address line 1]

[Landlord Address line 2]

[landlord Address line 3]

[Post Code]

Dear [insert name]

[Rent Arrears]

I refer to my rental account for the above address and my previous letter to you advising that I was currently experiencing financial difficulties.

I accept that my rental payments have fallen behind and that I currently owe £(insert amount).

I have now had an opportunity to seek financial help and I enclose a copy of my income & essential expenditure to provide you with an overview of my current financial position. Based on the level of debt owed to you, my proposal is to pay you £(insert offer amount) in total each month which covers the monthly rental charge of £(insert amount) and £ (insert amount) towards the arrears.

I would ask that you consider acceptance of my offer to prevent action being taken for repossession of the property. If my financial position improves, I will reassess my arrears repayment offer and make an increased offer to you which is appropriate for my circumstances.

I look forward to hearing from you.

Yours faithfully

(Your name)