[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.

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

It is my intention to seek help with my financial situation in order to address the arrears problem that has occurred. I would request that meantime you allow me to make an interim offer to the arrears of £(insert amount) every (week, month, 4 weeks – amend as required). I will contact you again as soon as I am in a position to make a more formal offer.

Meantime, I appreciate your patience and understanding during this difficult time and I trust you will hold off on any action of eviction and repossession until I am able to sort my situation out.

I look forward to hearing from you.

Yours faithfully

(Your name)