[Date]

[Tenant’s name]

[Tenant’s address]

[Tenant’s address]

[Town/City] [Post Code]

Email: [insert Tenant’s email]

Dear [insert Tenant name/s]

**Rent Arrears**

**Tenancy at: [Enter tenant’s address]**

We are writing to advise under the Residential Tenancies Act 1986 that this letter provides notice of a breach for non payment of rent and for you to pay the rent owing.

This letter is the **first letter** within a 90 day period that the rent has been at least 5 days in arrears.

Your rent is behind by $[Enter amount].

The last payment received was $[Enter amount] on [Enter date]. You are required under the tenancy agreement to pay rent when it is due.

Please pay $[Enter total amount] by [Enter date - at least 14 days from but not including today] (the Payment Date).

You will also need to pay your current rent due on [Enter date] to bring your rent payments up to date.

I enclose a copy of your rent record for you to check with your bank statements or receipts.

In accordance with the Residential Tenancies Act 1986, you have the right to make an application to the Tenancy Tribunal to challenge this notice.

Please call me on [Enter contact phone number] or email [Enter email address] if you wish to discuss the rent arrears and/or to make arrangements to pay the missed rent.

Yours sincerely

Property Manager’s Name

**Title**