

[Your Name/Landlord Name]
[Your Address]
[City, Postcode]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, Postcode]

RE: SECOND REMINDER - LETTER BEFORE ACTION

Dear [Tenant's Name],

I am writing to follow up on my previous letter dated [Date of First Letter] regarding the unpaid rent for the property at [Property Address].

As of today, your rent account remains in arrears. The total amount currently outstanding is **[\$Amount]**, which covers the period from [Start Date] to [End Date].

Despite my previous request for payment, I have not received the funds nor have I received a proposal from you to clear this debt. Please be advised that this is a serious matter.

Formal Request for Payment:

Please arrange for the full payment of **[\$Amount]** to be made within [Number, e.g., 7] days of the date of this letter. Payments should be made via [Payment Method, e.g., Bank Transfer].

If you are experiencing financial difficulties, I urge you to contact me immediately so we can discuss a repayment plan. Ignoring this matter will not resolve it.

Notice of Further Action:

If the balance is not settled by [Deadline Date], I will have no alternative but to commence formal legal proceedings to recover the debt and potentially seek possession of the property. This may result in additional court costs and interest being added to the total amount you owe.

Please treat this letter with the urgency it requires.

Yours sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]