

Sample Repayment Letter

[Date]

[Property Owner/Manager Name]

[Property Owner/Manager Address]

RE: Payment of Rent Arrears

Dear [Property Owner/Manager Name],

I am aware that I am currently in \$[Amount] of rental arrears at the above premises.

I propose to pay these arrears off at \$[Amount] per [week/month] **on top** of my usual rent of \$[Amount] per month. I will continue paying this extra amount until the arrears are paid off.

In good faith, I enclose a payment for this amount as the first payment. [*Delete if not applicable.*]

If this is acceptable, I ask that you confirm this in writing with me. If you would like to discuss this further, please contact me at [Tenant Phone Number] or at [Tenant Email].

Sincerely,