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| **Private & Confidential** | |  |
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|  |  |
| Date |  |

Dear Sir/Madam

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| **Guaranteed Person/s :**  **Property:**  **Amount Due:** |

We write with reference to the above matter. You are Guarantor for the above Guaranteed Persons, who are Tenants at the Property. We hereby notify you that the Guaranteed Persons are in default of rental payments under the Tenancy Agreement dated **date.**

Please find enclosed copy letters and notices sent to the Guaranteed Persons today along with a statement of arrears. You will be aware that, as Guarantor, you are jointly and severally liable for the amount that is outstanding under the Tenancy Agreement totalling £ and that as such you will be included in any proceedings to recover the amount and/or possession of the Property.

You may wish to take advice in relation to this letter and enclosed notice. There are details below of free advice services.

Yours faithfully

Advice:

National Debtline www.nationaldebtline.co.uk Freephone Tel 0808 808 4000 Payplan www.payplan.com Freephone Tel 0800 280 2816

StepChange Debt Charity www.stepchange.org Freephone Tel 0800 138 1111 Tax and Benefits Help online www.gov.uk

Citizens Advice online www.adviceguide.org.uk or check local Yellow Pages or Thompson local directory for address and telephone number Community Legal Advice [www.communitylegaladvice.org.uk](http://www.communitylegaladvice.org.uk) Government Advice https://www.gov.uk/repossession/get-advice

Financial Conduct Authority [www.fca.org.uk](http://www.fca.org.uk) Shelter www.shelter.org.uk Tel 0808 800 4444