#### Template letter: Offering part payment for rent arrears

*This letter can be used when the tenant is able to make an immediate part payment for rent arrears. It’s appropriate for situations such as when an automatic payment (AP) for the rent has not gone through because of insufficient funds, and where the tenant is confident that they will be able to get back on track with rent payments quite quickly.*

*This letter is best coming from the tenant as it shows the tenant is taking personal responsibility for the arrears. Complete the letter by filling in the content in the square brackets* [...].

TIP: Don’t get too caught up with trying to explain the reasons that the tenant has got into arrears and instead focus on what will give the landlord confidence that it will not be an ongoing problem. A part payment and a commitment to repay arrears within a short timeframe (eg, a few weeks) will often be enough to satisfy a reasonable landlord.

[Date]

[Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name]

I understand that the automatic payment for my rent that was due on [date payment was due] has not gone through and that I am in arrears for rent for my tenancy at [address of rental property].

I apologise for missing this payment and for any inconvenience this has caused. [Include any relevant circumstances.]

I have made a part payment of my rent of [amount paid]directly into your bank account and will repay the remaining [balance of rent to pay]by [date the tenant will pay the balance by].

I apologise again for this inconvenience.

Yours sincerely

[Tenant’s name]