#### Template letter: Offering a repayment plan for rent arrears

*This letter can be used to try to arrange a repayment plan for rent arrears with the landlord. It is written as a communication from you as the tenant’s advocate but it could be modified to come directly from the tenant.*

*Complete the letter by filling in the content in the square brackets* [...].

Dear [Landlord's Name]

We are supporting [Tenant's name] who we understand is in arrears for rent at [address of rental property]. [Tenant's first name] apologises for this situation and for any inconvenience this has caused. [Include any relevant circumstances.]

We have discussed with [Tenant's first name] the possible consequences of being in rent arrears and have suggested that [Tenant's first name] seeks to come to an agreement with you for the payment of these arrears. [Tenant's first name] would like you to consider the repayment of these arrears at the rate of [$ / per period, repayment rate]. We hope this will be acceptable to you.

We have [attached / enclosed] an agreement form to formalise the arrangement, if this is acceptable to you. If it is, please sign and date the agreement and return a copy to me.

If you would like to discuss this matter, please contact me on [phone number].

Yours sincerely

[Advocate’s name]

[Advocate’s job title / organisation]