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Landlord's Address

Tel: 0845 6088637 to get address of your local office

To: The Benefits Agency  
Direct Payments Office  
.....  
.....

Date .....

Dear Sirs,

Re: Claimant .....  
National Insurance No. ....  
Date of Birth .....  
Address .....

We are writing to inform you that the above named tenant of ours is now in arrears of £..... We enclose a copy of the ledger to verify this.

We feel that unless a disciplined payment plan is set in place we shall have no alternative but to issue an Eviction Notice.

Could you please arrange to make deductions at source from his/her state benefit and make direct payments to us in order to keep this situation under control. Our bank details are:

Name of Bank	Sort Code
Address	Account No

We confirm that the rent charged does not include any amount for water, fuel or service charges.

Yours faithfully,