**A letter about the shortfall in rent and what I will do to resolve matters**

 **[Insert Date]**

Dear **[xxxxxxxxx]**

I am writing to you because I have received a Section 21 notice to end my tenancy. I think the reason you have issued the notice is because there is a shortfall in the rent now that my circumstances or entitlement to benefits has changed .

I want to let you know that I am looking at ways that I can pay all my rent. I would be grateful if you would consider my offer and advise whether you would be happy to carry on letting the property to me.

Before you decide to carry on with possession action, please consider how I might be able to settle the shortfall in my rent:

1. I may be eligible for a ‘Discretionary Housing Payment’ to cover all or some of the additional rent for a period of time. I can make a claim for this benefit.
2. I may also be able to afford to pay some more rent from the money I receive. I have worked out what I might be able to afford and would like to talk to you about this.
3. I may be eligible for a one off payment from the Local Authority as a contribution to any rent increase, if the landlord agrees to carry on with the letting. I am willing to speak to you about this.
4. I will be seeking advice from a debt and benefits advisor to maximise my income.
5. I will be engaging with Workplace to help me find work, or increase my work hours to maximise my earnings.

I hope you are willing to consider my offer to resolve the issue. I would be extremely grateful if you would contact me as soon as possible to discuss my offer and whether you are prepared to consider it. We can then work out exactly what I can afford to pay to meet the shortfall, including any help from the Council. This would also mean you wouldn’t have the trouble and extra expense of having to end the tenancy, and finding another tenant to re-let the property to.

I am very keen to resolve this matter . I would be very grateful if you would contact me at the earliest opportunity to discuss . I look forward to hearing from you.

My mobile phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My email contact address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours sincerely

[Your Name]