**A letter about my rent arrears and what I will do to resolve matters**

 **[Insert Date]**

Dear **[xxxxxxxxx]**

**Re: Rent Arrears**

I am writing to you because you have asked me to leave my home due to the rent arrears I have accrued. I genuinely want to do everything I can to resolve this situation.

Firstly, I would like to apologise for getting into rent arrears and the inconvenience this must have caused you. I promise you that I am working on trying to resolve my financial situation so I am in a position to repay you the money owed and ensure this doesn’t happen again.

Secondly, I would be grateful if you were willing to consider the actions I am taking to resolve the matter and reconsider letting me stay in your property:

The actions I am going to take immediately are:

**(add of delete as appropriate)**

1. Apply for a ‘Discretionary Housing Payment’ to assist me in covering all or some of the additional rent I am struggling to pay.
2. I have reviewed all of my expenses and worked out what I can now afford to pay off my arrears and would like to talk to you about this so we can arrange a repayment plan.
3. I am talking to my relatives and friends to see if they can help me.
4. I am determined not to get into arrears again so I will be seeking advice from MoneyWorks on money management.
5. I will also explore what affordable loans might be available to me from MoneyWorks.

1. I will be engaging with Workplace to help me find work or increase my work hours to maximise my earnings.

I hope you can see that I am taking this matter seriously and I am exploring all options to sort out the arrears I owe as soon as possible. I would be grateful if you would contact me as soon as possible to discuss my offer in more detail. I really want to sort this out as quickly as possible. Thank you in advance and I wait to hear from you.

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

Yours sincerely

[Your Name]