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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to ask for a statement of rent paid and due dates. Your landlord is required to provide this record within a reasonable time. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: REQUEST FOR RENT RECORDS – [TENANCY ADDRESS]**

I am writing to request a statement of the rent due and rent paid over the following period:

[STATE THE PERIOD OF TIME THAT YOU WANT RECORDS OF YOUR RENT FOR]

[FOR EXAMPLE: From START DATE to END DATE]

I look forward to hearing from you. Thank you for your help.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]