

Phillip Morris  
Letting Agents  
6 Bridge Street  
Canton  
Cardiff  
CF24 3TG

James Richards  
Business Office Supplies  
102 High Street  
Tremorfa  
Cardiff  
CF11 8BG

**JMJ/BW/65802**

15th July 2015

Dear Mr Richards,

I am writing to advise you that, according to my records, your rent is 2 months overdue:

**Outstanding Rent**

**£642.50**

**Due**

**1st July 2015**

I, therefore, kindly request that the outstanding balance is paid immediately and that you ensure that all future rent is paid in full on the due date.

I take this opportunity to advise you that unpaid arrears could result in court action being taken against you.

If the arrears are not cleared an application could be made for possession of the property.

If you would like to discuss this matter please contact me urgently.

Yours sincerely

**JF Goodman**

Director