Name

Address

Address

Address

Post Code

Ref: (Your Ref)

Please ask for: (Name)

 Telephone No: (Tel)

 Date: (Date)

Dear (Name),

Re: Your Tenancy at (Address)

I write to advise that I have received a complaint about the conduct of your tenancy, that that may have involved you (or a member of your household).

It is important that I speak with you and discuss the issues that have been reported.

To assist with this an appointment has been arranged for you to attend an interview / and I will be visiting you / and I will be calling you (delete as appropriate). The details of this appointment are as follows:

Time: (Time)

Date: (Full date)

Location: (Location – If appropriate: full office address)

It is important that I am able to discuss this matter with you. If this appointment is inconvenient to you, please contact me on (Tel) or email (Email Address) so that an alternative appointment can be arranged.

Please quote reference (Your Reference) in any correspondence related to this matter

Yours sincerely,

Name

Role