Your name

Your address

Agent’s name

Agent’s address

14 September 2017

Dear Sir/Madam

Re: Address of rented property

Please supply us with the name and address of the landlord of the above named property in accordance with s.1 Landlord & Tenant Act 1985.

We have been advised by the Students Union that you are required by law to supply this information within 21 days or you are committing a criminal offence.

Thank you for your assistance.

Yours faithfully