To

Mr. …………………………

……………………………… (address)

Dear Sir,

If I remember well the contents of your last letter I may remind you that by the same you had already committed to me the date and time when you were supposed to vacate my premises. Since you have become a defaulter in payment of rent for the last six months and also since your financial position at present does not permit you to make up the arrears, in our last meeting it was mutually agreed between us that you will not cause further monetary losses to me and will honorably vacate my premises on the date already referred to. In lieu of this act of cooperation on your part I was not to press you in paying up the arrears and that I would forget the six months’ rent provided you vacate my premises on the agreed date. However, I regret to mention to you that you have not acted in line with mutual arrangements and have continued to stay on in my premises even after that settled date of vacation. In such circumstances you cannot expect me to keep writing letters to you to make reason dawn on you. As an act of benevolence I shall grant you another fortnight to shift elsewhere, after which please does not blame me if I proceed against you for establishing my rights.

With kind regards,

Yours faithfully,

………………………… (Name)