[Date]

[Your name]

[Your address]

[Landlord/agents name]

[Landlord/agents address]

Dear [Landlord/agents name]

**Re: Payment of outstanding rent at [your address]**

I write to inform you I have paid [*amount paid*] via [*method of payment*] which covers my outstanding rent and puts me [*number of weeks in advance* *(generally this is two weeks in most tenancy agreements)*] weeks in advance as required under our tenancy agreement.

[*If you have received notification of a Tribunal hearing include the paragraphs below]*

As stated in section 49 of the *Residential Tenancies Act* 1997 (ACT) the ACT Civil and Administrative Tribunal may refuse to grant a termination and possession order where the tenant has paid the outstanding rent and is in the Tribunal’s opinion, likely to continue to pay rent as it is due.

I ask that you inform the Tribunal that as my rent is now up to date, a hearing is no longer required. I will be making every effort to see this situation does not happen again. [*Detail why/how you will be able to do this*].

If you would like to discuss this further, please contact me at [*phone number and/or email address*].

Yours sincerely,

[Your signature]

[Your name]