**Example Initial Contact Letter – Letter to tenant(s) from landlord/licence holder**

Name & Address of Tenant(s) Date

Dear

**Re: Alleged Anti-Social Behaviour / nuisance**

**Address of property**

I/we have received information from [e.g. the City of Doncaster Council, Police, local residents] with details of alleged anti-social behaviour relating to the occupier(s) and/or visitors to the above house.

It is alleged that [Insert details of the alleged behaviour]

I/we would like to discuss this with you.

As your landlord(s), I/we take seriously all allegations of anti-social behaviour and will investigate this matter until satisfied that they are unfounded or there are no further problems.

Please be assured that I am keen to hear your account of things before deciding what, if any, further action to take. Can you please contact me/us on (tel number) to discuss this further.

Whilst I/we do not wish to pre-empt our findings, I/we would like to make you aware that if any established anti-social behaviour persists or the problem is considered so serious I/we may take steps to resolve the behaviour including applying for possession of your home.

Yours sincerely

Landlord