[Date]

[Your name]

[Your address]

[Lessor’s name]

[Lessor’s address]

Dear [Lessor’s name]

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

I write to inform you I have paid [amount paid] via [method of payment] which covers my rent arrears 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 rent arrears owing and is in the Tribunal’s opinion, likely to continue to pay rent as it falls 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]