

[Print on Letterhead]

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<<Occupier's name >>  
<<Occupier's address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear <<Occupier's Name>>

**Your [lease] OR [licence] dated <<date>> at <<address>> - fitting out works**

I am writing to confirm my/our consent to the following terms being complied with:

My/our consent is conditional on

1. Before you carry out any works (including planning consent) and give
2. The works must be carried out in accordance with [the attached drawings and specifications] [the drawings that accompanied your letter of <<date>>].
3. You must use good quality materials and complete the works to my/our reasonable satisfaction.
4. You must allow me/us and our advisers to inspect the works at any reasonable time.
5. You must pay the reasonable costs of our advisers in connection with your proposed fitting out works.
6. If I/we so request prior to the termination of the lease/licence (however it ends), you must remove the works and return the premises to their former state.

All necessary permissions (such as

in accordance with [the attached drawings and specifications] [the drawings that accompanied your letter of

standards of workmanship and complete

advisers to inspect the works at any

advisers incur in connection with

lease/licence (however it ends), you must return the premises to their former state.

Please sign and return one copy of this letter to me/us.

My/our acceptance of its terms.

Yours sincerely,

[For and on behalf of the] Landlord/Licensee

.....

.....

I confirm the tenant's/licensee's acceptance of the terms of this letter.

Signed \_\_\_\_\_

[For and on behalf of the] Tenant/Licensee