

[Print on Large Paper]

[Insert Property Address]

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

<<Date>>

Dear <<Tenant Name>>

**Lease dated <<Date>>**

**Property: <<Property address>>**

**Application for Consent to Make**

**Property - Acknowledgment**

I am writing in response to your application for consent to carry out alterations to the Property. I confirm that your application was received.

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[The material you have provided is insufficient for me/the landlord to make a decision. Please provide the following additional information as soon as possible: <<insert details>>]

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[The material you have provided is sufficient for me/the landlord to make a decision. I am happy to proceed with the consent process. I will contact you if further information is required. I will contact you <<insert details, e.g. 3 working days>> to advise you of my/the landlord's decision.]

[The material you have provided is sufficient for me/the landlord to make a decision. I am happy to proceed with the consent process. I will contact you if further information is required. I will contact you <<insert details, e.g. 3 working days>> to advise you of my/the landlord's decision.]

[As I am/the landlord is also a tenant of the Property, your application has been passed to the superior landlord who will also be responsible for the consent process.]

[As I am/the landlord is also a tenant of the Property, your application has been passed to the superior landlord who will also be responsible for the consent process.]

[Under the Lease, the tenant is required to pay other costs in connection with this application. I require an enforceable solicitor's undertaking or payment on account of the undertaking or payment on account of £<<insert amount>>. I should be grateful if you would provide the funds) as soon as possible to consider and respond to your application.]

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[Once all the requested information has been provided,] I/the landlord will consider and respond to your application for consent as soon as is reasonably possible.

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Yours sincerely,

[For and on behalf of the] Landlord

S  
A  
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