

[Print on Letterhead – Insert Address]

<<Tenant's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Expiry of Lease – <<address of premises>>
Interim tenancy at will

Your Lease of the above-mentioned premises expired on <<date>>. We are currently negotiating the grant of a new lease.

I am/the landlord is prepared to allow you to continue in occupation of the premises as a tenant at will pending completion of the new lease. The terms of the old lease, insofar as they apply, will remain the same as the terms of the old lease.

This is a temporary arrangement only and I/the landlord may require you to leave the premises at any time.

I hope that we can conclude the new lease soon.

Yours sincerely,

On behalf of <<Insert Landlord's name>>

S

A

M

P

L

E