

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant's Name>>

Your tenancy dated <<date>> of <<month>> <<year>>
Access to Property for Viewings

[Further to our conversation on <<date>> I have arranged for one or more viewings on the <<date>> date(s) and time(s) of the viewing <<insert clause number>> of your tenancy agreement.]

The viewing(s) has/have been so arranged. Please provide the date and time of appointment and name of accompanying agent>>.

Each appointment will last around 15 minutes. You will need to be present at the Property for the appointments as the agents will need to show the Property to prospective buyers/tenants.

Please let me know immediately if you have any difficulties. Please also sign and return one copy of this letter.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's receipt of this letter.

Signed _____

[For and on behalf of the] Tenant

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I advise you that I have/the landlord has arranged for one or more viewings on the <<date>> date(s) and time(s) of the viewing <<insert clause number>> of your tenancy agreement. This is in accordance with clause <<insert clause number>> of your tenancy agreement.

The viewing(s) has/have been so arranged. Please provide the date and time of appointment and name of accompanying agent>>.

Each appointment will last around 15 minutes. You will need to be present at the Property for the appointments as the agents will need to show the Property to prospective buyers/tenants.

Please let me know immediately if you have any difficulties. Please also sign and return one copy of this letter.

I confirm the tenant's receipt of this letter. I have arranged for one or more viewings on the <<date>> date(s) and time(s) of the viewings.