

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant's Name>>

Your lease dated <<date>> of <<month>> <<year>>
Access to Premises 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(s) <<insert clause number>> of your lease.]

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

Each appointment will last around 15 minutes. You do not need to be present at the Premises for the appointments as the agent(s) will be present.

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

Yours sincerely,

[For and on behalf of the] Landlord

.....
I confirm the tenant's receipt of this letter on <<date>> and time(s) of the viewings.

Signed _____

[For and on behalf of the] Tenant