

[Print on Letterhead]

[Insert Address]

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

<<Date>>

Dear <<Tenant's Name>>

Your lease dated <<date>> of <<month>> <<year>>
Access to the Property to carry out energy improvement works

[Further to our conversation on <<date>>, we advise you that following the recent energy efficiency assessment, several improvements have been identified which will improve the energy efficiency of the property. We would like to advise you as tenant and help reduce the heating and lighting costs of the property.]

The improvement works [I intend to carry out] to carry out are as follows:
<<insert details>>.

The works will be paid by [me] OR
<<insert name of person/company>>

Access will be required on <<insert date>>

The arrangements for access are as follows: [I/the managing agent will meet the contractor at the Property to allow the contractor to enter the Property] OR [I/the landlord/the managing agent will provide the contractor with a key. The contractor will only access the Property at the times specified above] OR [You will need to be present at the Property when the contractor carries out the works]

I trust that the above arrangements will be acceptable. Please let me know immediately if you have any concerns or are unable to provide access on the proposed date or time. 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 the letter and the arrangements for energy improvement works set out in it.

Signed _____

[For and on behalf of the] Tenant