

[Print on Landlord's letterhead or insert Address]

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

<<Date>>

Dear <<Tenant's Name>>

Your lease dated <<date>> of <<month>> <<year>>
Damp and Mould Problem

Further to the recent works carried out by the landlord, we would like to carry out a further inspection to ensure that the damp and mould problems have been resolved. [We/the landlord] wish[es] to visit the property on the following date: <<date>>.

[We/the landlord] would like to carry out a further inspection to ensure that the damp and mould problems have been resolved. [We/the landlord] wish[es] to visit the property on the following date: <<date>>.

Your co-operation is appreciated.

Please let me know immediately if the proposed date is not convenient. Please also sign and return this letter to confirm safe receipt.

Please let me know immediately if the proposed date is not convenient. Please also sign and return this letter to confirm safe receipt.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's receipt of this letter and the date and time of the inspection of the premises.

I confirm the tenant's receipt of this letter and the date and time of the inspection of the premises.

Signed _____

[For and on behalf of the] Tenant