

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant Name>>

Your lease dated <<date>> of <<month>> <<year>>

I am writing in relation to your lease of the property.

Notwithstanding the terms of clause 1 of the lease, we confirm that, while you are the tenant of the property, <<insert details>>

The terms of this letter are intended to be read in conjunction with the lease and me/us [and] [but not] on my/our successors in title.

Please sign and return one copy of this letter to confirm your acceptance of its terms.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's acceptance of the terms of the lease.

Signed _____

[For and on behalf of the] Tenant