

[Print on Letterhead]

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

<<Date>>

Dear <<Tenant Name>>

**Your tenancy dated <<date>> of**  
**Proposed alterations**

I am writing to confirm my/our consent to your proposed alterations. My/our consent is conditional on the following terms being agreed:

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1. Before you carry out any alterations, you must obtain all necessary permissions (such as planning consent) and give copies to me/us.
2. The alterations must be carried out in accordance with [the attached drawings and specifications] [the details that accompanied your letter of <<date>>].
3. You must use good quality materials and complete the work to my/our reasonable satisfaction.
4. You must allow me/us and our advisers to inspect the works at any reasonable time.
5. You must pay the reasonable costs of our advisers incur in connection with the alterations.
6. If I/we so request prior to the end of your tenancy (however it ends), you must remove the alterations and return the property to its former state.

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Please sign and return one copy of this letter to me/us.

My/our acceptance of its terms.

Yours sincerely,

[For and on behalf of the] Landlord

.....

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

Signed \_\_\_\_\_

[For and on behalf of the] Tenant