

[Print on Outgoing]

or insert Address]

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

<<Date>>

Dear <<Tenant Name>>

Your lease dated <<date>> of <<

I am writing in relation to your lease of <<address>> property.

[I] OR [<<Name of outgoing landowner/landlord>> on <<date>>. [<<Name of outgoing landowner/landlord>> is] therefore your new landlord.

I hereby authorise you with immediate effect to pay any rent and other sums due under the lease to <<name of new landlord>> or as the new landlord shall direct.

Yours sincerely,

[For and on behalf of] <<Name of outgoing landowner/landlord>>

S

A

M

P

L

E