

[Print on Tenanted Property Address] [Insert tenant address]

<<Landlord's name(s)>>

<<Address>>

<<Address>>

<<Postcode>>

<<Date>>

NOTICE OF UNDERLEASE OF UNDEVELOPED PREMISES

To: <<Landlord's name(s) as above>>

Re: Lease dated <<date>> between <<Landlord>> and (2) <<Original Tenant>> of the Property known as <<Address>>

I/We hereby give you notice that I/they have granted an Underlease dated <<date>> of the part of the Property to <<Undertenant>> [a company registered in England and Wales with company number <<number>>].

The underlet part of the Property is shown on the plan attached to the Underlease.

Rent demands and correspondence should be sent to the Tenant at [the above address] [<<Specify Address>>].

I/We enclose a certified copy of the Underlease and the registration fee due under the Lease of <<amount>> (inclusive of Value Added Tax).

Please acknowledge receipt of this notice by returning a duplicate notice and returning it to me/us [in the enclosed prepaid envelope].

Signed

Print name:

[On behalf of] <<Insert tenant's name>>

I acknowledge receipt of the notice and this is a duplicate.

Signed:

Print name:

[On behalf of] <<Insert landlord's name>>