

[Print on Tenanted Property Address]

<<Landlord's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Lease dated <<date of lease>>

Property: <<address of premises>>

Request for consent to assign

[Further to our recent discussions] the Lease of the Property. Under Please treat this letter as a formal assignee whose details appear below

I wish/the tenant wishes to assign the landlord's consent is required. assign the Lease to the proposed

The details of the proposed assignee [or] are as follows:

Name of proposed assignee

Proposed assignee's company number: << >>

Address of proposed assignee

[Proposed guarantor: << >>

Guarantor's company number

Address of guarantor: << >>

The nature of the proposed assignee's Property will be as << >>.

<< >>. The proposed use of the

I enclose the following documentation: assignee's last three years' accounts

application for consent: [The proposed with profit forecasts].

[I also enclose <<any other information relevant to the application and to the landlord's decision>>.]

relevant to the application and to the

As the proposed assignee is an individual

1. [Character references] **OR**
2. A reference from the proposed assignee's former landlord.
3. A reference from the proposed assignee's accountant.

character referees]. former landlord. or accountants.

I confirm that I/the tenant will meet the costs in connection with this application and

and proper legal and other costs in

You are no doubt aware of your s
reasonable period of time. I look f
event by no later than <<insert de
needs to be dealt with urgently bec

to this request for consent within a
ou as soon as possible and in any
14 or 28 days>>. [This application
]

Please confirm receipt of this lett
required.

return if any further information is

Yours sincerely,

[On behalf of] <<Insert tenant's nam

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