

[Print on Tenanted Property - Insert Address]

<<Landlord's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Lease dated <<date of lease>>

Property: <<address of premises>>

Request for consent to carry out alterations

[Further to our recent discussions] certain alterations to the Property are required. Please treat this letter as a request for consent to the alterations described below.

The proposed alterations are as follows: <<insert description of alterations>>. The works are shown in the attached plans and drawings.

I enclose the following documentation for consent: <<e.g. planning permission, listed building consent, etc.>>.

Please confirm receipt of this letter and return if any further information is required.

You are no doubt aware that the Landlord and Tenant Act 2007 sets out a timeframe for landlords to deal with requests for consent for alterations. I look forward to your response by no later than <<insert deadline>>. [This application needs to be dealt with urgently because <<insert reason>>].

Yours sincerely,

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