

[Print on Letterhead - Insert Address]

<<Licensee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>,

Licence – <<address of premises>>  
Notice of termination – breach of lic

[Further to our recent discussions] as notice that your licence is to be terminated.

It has come to my attention that you << >> of the licence because << >>.

The licence gives the licensor the << >> weeks'/months' notice of breach of its obligations contained in the licence. The licence will therefore be terminated [with immediate effect] OR [by << >>].

The licence document sets out the requirements when the licence is terminated, including the state in which the premises must be. Please ensure that you comply with these requirements.

[According to my records, licence fee is << >> pending. Please arrange for this sum to be paid immediately.]

[Please ensure the breach referred to above is rectified as a matter of urgency.]

Yours sincerely,

On behalf of <<Insert licensor's name>>

S

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