

[Print on Large Paper]

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

<<Date>>

Dear <<Tenant Name>>

Lease dated <<date>>

Property: <<Property address>>

Application for Consent to Propose

Use of Whole - Acknowledgment

I am writing in response to your application for consent to propose an underlease of the whole of the Property. I confirm that your application has been passed to the superior landlord who will also be consulted in the consent process.

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[The material you have provided is insufficient for me/the landlord to make a decision. Please provide the following additional information as soon as possible: <<insert details>>]

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[The material you have provided is sufficient for me/the landlord to make a decision. I am happy to grant consent to your application. I will contact you to advise you of my/the landlord's decision as soon as possible, e.g. 3 working days.]

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[As I am/the landlord is also a tenant of the Property, your application has been passed to the superior landlord who will also be consulted in the consent process.]

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[Once all the requested information has been provided, my/the landlord will respond to your application for consent as soon as possible.]

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Yours sincerely,

[For and on behalf of the] Landlord