

[Print on Letterhead]

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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 Part - Acknowledgment**

I am writing in response to your application for consent to grant an underlease of part of the Property. I confirm that your application has been received.

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[The material you have provided contains sufficient information to enable 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 contains sufficient information to enable me/the landlord to make a decision. I am unable to make a decision at this time. Further information is required. I will contact you to advise you of my/the landlord's requirements.]

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[As I am/the landlord is also a tenant of the superior landlord who will also be required to grant consent to your application.]

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[Once all the requested information has been received, 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