

[Print on Letterhead] [Insert Property Address]

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

<<Date>>

Dear <<Tenant Name>>

Lease dated <<date>>
Property: <<Property address>>
Proposed underletting of whole

I am writing in response to your application to grant an Underlease of the whole of the Property. Your application was received on <<date>>.

I regret to inform you that I am/they are unable to grant consent to the proposed Underlease. The reasons for this decision are:

1. <<Insert reason>>.
2. <<Insert reason>>.

Yours sincerely,

[For and on behalf of the] Landlord