

[Print on Letterhead]

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<<Superior landlord's name >>  
<<Superior landlord's address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear <<Superior Landlord Name>>

Property: <<address of property>>  
Tenancy agreement dated <<date>>  
Sub-tenancy agreement dated <<date>>  
Energy Efficiency (Private Rented Property) Regulations 2015  
Sub-tenant's request for consent to make improvements to the Property

I enclose a copy of the sub-tenant's request for consent to make improvements to the Property and supporting documents.

I also enclose a copy of my initial response to the request for consent to make improvements to the Property.

[I also enclose a copy of my intended counter proposal, stating whether you consent to the making of the improvements and setting out your reasons for any refusal of consent.]

[Under Regulation 11(5) of the 2015 Regulations, I am required to serve a response on me no later than 6 weeks after the date of the request for consent, stating whether you consent to the making of the improvements and setting out your reasons for any refusal of consent.]<sup>1</sup>

[Under Regulation 11(5) of the 2015 Regulations, I am required to serve a response on me no later than 6 weeks after the date of the request for consent, stating whether you consent to the making of the improvements and setting out your reasons for any refusal of consent. I will serve a copy of my intended counter proposal on you shortly and in any event no later than 2 months after the date of the request letter.]<sup>2</sup>

I look forward to hearing from you.

Yours sincerely,

[For and on behalf of the] Landlord

<sup>1</sup> Use this paragraph if the initial response letter is enclosed with this letter.

<sup>2</sup> Use this paragraph if the initial response letter is not enclosed with this letter and the landlord intends to serve a counter proposal.