

[Print on Large Paper]

[Insert Property Address]

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

<<Date>>

Dear <<Tenant Name>>

Lease dated <<date>>

Property: <<Property address>>

Proposed alterations - consent to

Subject to formal licence

I am writing in response to your application for consent to make alterations to the Property. Your application was received on <<date>>

to make alterations to the Property. Your

I am/the landlord is willing in principle to grant consent to the proposed alterations. This consent is conditional on the following:

to the proposed alterations. This consent is conditional on the following:

1. A formal Licence to Alter must be granted by the Local Planning Authority.
2. The tenant must pay the reasonable and necessary costs of the landlord's professional advisers incur in connection with the application for alterations.
3. <<Insert any further conditions>>

landlord's professional advisers incur in connection with the alterations.

Suggested Heads of Terms and a copy of the application are enclosed]

enclosed] **OR** [will follow shortly].

Yours sincerely,

[For and on behalf of the] Landlord

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