

[Print on one side] [insert Address]

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

<<Date>>

Dear <<Tenant Name>>

Lease dated <<date>>

Property: <<Property address>>

Proposed alterations – refusal of consent

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

make alterations to the Property. Your

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

to grant consent to the proposed

1. <<Insert reason>>.

2. <<Insert reason>>.

Yours sincerely,

[For and on behalf of the] Landlord