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

<<Date>>

Dear <<Tenant Name>>

Lease dated <<date>>
Property: <<Property address>>
Proposed alterations – refusal o

I am writing in response to your app ... ke alterations to the Property. Your application was received on <<date

I regret to inform you that I am/th ... to grant consent to the proposed alterations. The reasons for this de

1. <<Insert reason>>.

2. <<Insert reason>>.

Yours sincerely,

[For and on behalf of the**]** Landlord