

[Print on Letterhead]

[Insert Address]

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

<<Date>>

Dear <<Tenant's Name>>

Your tenancy dated <<date>> of <<month>> <<year>>
Access to the Property to carry out repairs

[Further to our conversation on <<date>> <<month>> <<year>> the Property will be required to carry out repairs. This is in accordance with clause <<insert clause number>> of your tenancy agreement. Details of the repairs and the proposed arrangements for access to the Property are set out below.]

to advise you that access to the Property will be required to carry out repairs. This is in accordance with clause <<insert clause number>> of your tenancy agreement. Details of the repairs and the proposed arrangements for access to the Property are set out below.]

The repairs I intend/the landlord intends to carry out are:

follows: <<insert details>>.

The work will be carried out by <<insert name of contractor>>.

company>>.

Access will be required on <<insert date>> <<month>> <<year>>.

The arrangements for access are: <<insert details>> [I/the managing agent will meet the contractor at the Property to allow them to enter the Property] OR [I/the landlord/the managing agent will provide the contractor with a key. The contractor will only access the Property at the times specified above] OR [You will need to be present at the Property to allow access] OR [<<insert details>>].

/the managing agent will meet the contractor at the Property to allow them to enter the Property] OR [I/the landlord/the managing agent will provide the contractor with a key. The contractor will only access the Property at the times specified above] OR [You will need to be present at the Property to allow access] OR [<<insert details>>].

I trust that the above arrangements will be acceptable. Please let me know immediately if you have any concerns. Please also sign and return this letter to confirm safe receipt.

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Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's receipt of this letter and the arrangements for repairs set out in it.

of the arrangements for repairs set out in it.

Signed _____

[For and on behalf of the] Tenant