

[Print on Letterhead]

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

<<Date>>

Dear <<Tenant's Name>>

Your tenancy dated <<date>> of <<month>> <<year>>
Access to Property for Sales/Letting

[Further to our conversation on <<date>> I have arranged for one or more sales/letting agents to visit the Property with a view to selling/re-letting it. The date(s) and time(s) of the appointment(s) is/are set out below. This is in accordance with clause <<insert clause number>> of your tenancy agreement.

The appointment(s) has/have been arranged as follows: <<name of each agent and date and time of appointment>>.

Each appointment will last around <<duration>> minutes. You will need to be present at the Property for the appointments as the agents will be accompanied by me/<<name>> or will be provided with a key.

Should I/the landlord decide to put the Property on the market for sale/letting, there will in due course be viewings by potential buyers/tenants. I will give you advance notice of all viewings.

Please let me know immediately if you have any difficulties. Please also sign and return one copy of this letter.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's receipt of this appraisal(s).

Signed _____

[For and on behalf of the] Tenant