[Print on Lar ert Address]

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

<<Date>>

Dear <<Tenant's Name>>

Your lease dated <<date>> of <<
Access to the Property to carry

[Further to our conversation on < to advise you that access to the Property will be required to carr his is in accordance with clause <<insert clause number>> of y the repairs and the proposed arrangements for access are set o

The repairs I intend/the landlord inte llows: <<insert details>>.

The work will be carried out by <<in npany>>.

Access will be required on <<insert

The arrangements for access are /the managing agent will meet the contractor at the Property to allow t up when the contractor leaves the Property**] OR [**I/the landlord/the m de the contractor with a key. The contractor will only access the Pro d times specified above**] OR [**You will need to be present at the Prope access**] OR [**<<insert details>>**]**.

I trust that the above arrangements et me know immediately if you have any concerns. Please also sign and tter to confirm safe receipt.

Yours sincerely,

[For and on behalf of the] Landlord

....

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

Signed _____

[For and on behalf of the] Tenant

SAMPLE