

[Print on Large Paper]

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

<<Date>>

Dear <<Tenant's Name>>

**Your lease dated <<date>> of <<month>> <<year>>**  
**Access to Premises for Sales/Letting**

[Further to our conversation on <<date>> I have arranged for one or more sales/lettings appointments to visit the Premises with a view to selling/re-letting them. The date(s) of the appointment(s) is/are set out below. This is in accordance with clause <<clause>> of your lease.

The appointment(s) has/have been arranged for <<date>> and time of appointment>>.

Each appointment will last around <<time>> hours. You do not need to be present at the appointments as I will be provided with a key.

Should I/the landlord decide to put the Premises on the market for sale/letting, there will in due course be viewings by potential buyers. 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

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