

[Print on Large Paper]

[Insert Property Address]

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

<<Date>>

Dear <<Tenant Name>>

Your Lease dated <<date>> of <<year>>

I am writing in relation to your Lease for the property at <<address>> in relation to clause << >> which provides for the interests of good estate management.

concerned property and, in particular, in order to make reasonable regulations in the

[Please find attached an updated copy of the Lease.]

OR

[The new regulations with which you are required to comply are as follows: <<insert list>>.]

Please sign and return one copy of this letter to <<address>> by <<date>>.

Yours sincerely,

[For and on behalf of the] Landlord

.....
I confirm the tenant's receipt of this letter.

Signed _____

[For and on behalf of the] Tenant

.....

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