

[Print on Letterhead] [Insert Address]

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

<<Date>>

Dear <<Tenant Name>>

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

I am writing in relation to your Lease of the property and, in particular, in relation to the provision of Services.

Due to circumstances beyond the control of the Landlord, namely <<explain circumstances>>, there will be some changes to the Services. We anticipate that normal Service provision will resume on <<date>>.

- It will not be possible to provide the Services as set out in clause <<insert details>> of the Lease requires the Landlord to make reasonable endeavours to provide these services. In the current circumstances, the Landlord is unable to provide the services despite using reasonable endeavours.
- The following new services will be provided to you because <<explain why>> of the Lease, which allows the Landlord to provide additional services in certain circumstances.

Please sign and return one copy of this letter to the Landlord by <<insert details>>.

Yours sincerely,

[For and on behalf of the] Landlord

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I confirm the tenant's receipt of this letter.

Signed _____

[For and on behalf of the] Tenant

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