

[Print on Large Paper]

[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 at <<address>> in relation to your use of the Common Parts of the property.

of the property and, in particular, in relation to your use of the Common Parts of the property [Estate].

Due to circumstances beyond the control of the landlord, I/we need to make some temporary changes to the use of the Common Parts. I/we anticipate that normal access to the Common Parts will be made on the following changes will be made:

namely <<explain circumstances>>, I/we anticipate that normal access to the Common Parts. I/we anticipate that normal access to the Common Parts will be made on <<date>>; until then the

<<insert details>>

These changes are made pursuant to the provisions of the Lease which permits the landlord to make reasonable regulations in relation to the use of the Common Parts >> which allows the landlord to close the Common Parts in case of emergency].

Lease which permits the landlord to make reasonable regulations in relation to the use of the Common Parts >> which allows the landlord to close the Common Parts in case of emergency].

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

pt.

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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