

[Print on Letterhead] [Insert Address]

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

<<Date>>

Dear <<Tenant Name>>

**Your tenancy agreement dated <<insert date>> at <<insert address>>**

I am writing in relation to your tenancy agreement for the property.

Notwithstanding the terms of clause <<insert clause number>> of your tenancy agreement, [which prohibits you from carrying on any profession, trade or business at the property,] I/we confirm that, while you are the tenant of the property, you may work from home in your capacity as <<insert description of your occupation>> <<insert details>>.

The terms of this letter will cease to apply if you materially breach the terms of the tenancy agreement.

The terms of this letter are intended to bind me/us but not on my/our successors in title.

Please sign and return one copy of this letter to confirm your acceptance of its terms.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's acceptance of the terms of this letter.

Signed \_\_\_\_\_

[For and on behalf of the] Tenant

.....

[I confirm the guarantor's acceptance of the terms of this letter.

Signed \_\_\_\_\_

[For and on behalf of the] Guarantor

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