

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant Name>>

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

I am writing in relation to your tenancy agreement in relation to your use of the common parts of the property. If appropriate, describe the relevant parts of the property.

of the property and, in particular, in relation to the use of the common parts of the property which the property forms part of. <<If appropriate, describe the relevant parts of the property, e.g. gardens, bin stores.>>

Due to circumstances beyond the control of the landlord, I/we need to make some temporary changes to the use of the common parts of the property. I/we anticipate that normal access to the common parts of the property on <<date>>; until then the following changes will be made:

namely <<explain circumstances>>, I/we anticipate that normal access to the common parts of the property will be suspended on <<date>>; until then the following changes will be made:

<<insert details>>

These changes are made pursuant to the provisions of the tenancy agreement [which permits the landlord to make reasonable alterations to the property for the purpose of management] **AND/OR** [which allows the landlord to make alterations to the common parts in case of emergency].

of the tenancy agreement [which permits the landlord to make reasonable alterations to the property for the purpose of management] in the interests of good estate management. I/we anticipate that normal access to the common parts of the property will be suspended on <<date>>; until then the following changes will be made:

Please sign and return one copy of this letter to the landlord.

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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