

[Print on Letterhead - Insert Address]

<<Lender's Name>>
<<Lender's Address>>
<<Lender's Address>>
<<Postcode>>

<< Date>>

Dear Sirs,

<<Address of Property >>
Lease dated <<insert date>>

I am the owner of the above-mentioned property.

It is intended that energy efficiency works be carried out on the property.

The details of the proposed works are as follows:

<<Insert details>>

Your consent to the works is not required under the lease terms but please notify the buildings insurance company that the works will be carried out.

If there is any further information required, please do not hesitate to contact me on <<telephone number>>.

Yours faithfully,

<<Name>>

I have received your letter in relation to the proposed works and confirm the insurer has been notified.

.....
Head Landlord/Managing Agent