

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant's Name>>

Your lease dated <<date>> of <<insert details>> grants you the right to
Access to the Property to carry out energy improvement works

[Further to our conversation on <<insert details>> we advise you that following the recent energy efficiency assessment, several improvements have been identified which will improve the energy efficiency of the property. We would like to advise you as tenant and help reduce the heating and lighting costs of the property.

we advise you that following the recent energy efficiency assessment, several improvements have been identified which will improve the energy efficiency of the property. We would like to advise you as tenant and help reduce the heating and lighting costs of the property.

The improvement works [I intend to carry out] <<insert details>>] to carry out are as follows:

The improvement works [I intend to carry out] <<insert details>>] to carry out are as follows:

The works will be paid by [me] OR [<<insert name of person/company>>]

The works will be paid by [me] OR [<<insert name of person/company>>] contractor carrying out the works will be

Access will be required on <<insert details>>

The arrangements for access are [I/the landlord/the managing agent will meet the contractor at the Property to allow the contractor to enter the Property] OR [I/the landlord/the managing agent will provide the contractor with a key. The contractor will only access the Property at the times specified above] OR [You will need to be present at the Property to allow the contractor access] OR [<<insert details>>].

The arrangements for access are [I/the landlord/the managing agent will meet the contractor at the Property to allow the contractor to enter the Property] OR [I/the landlord/the managing agent will provide the contractor with a key. The contractor will only access the Property at the times specified above] OR [You will need to be present at the Property to allow the contractor access] OR [<<insert details>>].

I trust that the above arrangements will be acceptable to you. If you have any concerns or are unable to provide access on the proposed date or time. Please also sign and return one copy of this letter to <<insert details>>

I trust that the above arrangements will be acceptable to you. If you have any concerns or are unable to provide access on the proposed date or time. Please also sign and return one copy of this letter to <<insert details>>

Yours sincerely,

[For and on behalf of the] Landlord

.....

.....

I confirm the tenant's receipt of the letter and the arrangements for energy improvement works set out in it.

I confirm the tenant's receipt of the letter and the arrangements for energy improvement works set out in it.

Signed _____

[For and on behalf of the] Tenant

S
A
M
P
L
E