

[Print on Letterhead - Insert Property Address]

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

<< Date>>

For the attention of the Mortgage Lender

Dear Sirs,

<<Address of Property >> - <<Mortgage Lender>>

I am the owner of the above-mentioned property and I no longer occupy the property and] I wish to allow a contract-holder to occupy the property on a standard occupation contract.

I understand that, under the Mortgage Lender's conditions apply to my mortgage, I must have your consent before I grant any occupation of the property.

The details of the proposed tenancy are:

- A standard occupation contract;
- Term to commence on <<date>>;
- I will continue to insure the property;

I should be grateful if you would consent to the grant of the proposed tenancy.

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

Yours faithfully,

<<Name>>