

[Print on Large Paper]

[Print on Large Paper]

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

<<Date>>

Dear <<Tenant Name>>

Your Lease dated <<date>> of <<date>>

I am writing in relation to your Lease of the property and, in particular, in relation to your use of the Common Parts of the property.

of the property and, in particular, in relation to your use of the Common Parts of the property.

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

namely <<explain circumstances>>, I/we anticipate that normal access to the Common Parts will resume on <<date>>; until then the following changes will be made:

<<insert details>>

These changes are made pursuant to clause <<clause number>> of the Lease which permits the landlord to make reasonable regulations in relation to the use of the Common Parts <<clause number>> which allows the landlord to close the Common Parts in case of an emergency].

Lease which permits the landlord to make reasonable regulations in relation to the use of the Common Parts <<clause number>> which allows the landlord to close the Common Parts in case of an emergency].

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

pt.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's receipt of this letter.

Signed _____

[For and on behalf of the] Tenant

.....

S
A
M
P
L
E