

[Print on Letterhead]

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

<<Date>>

Dear <<Tenant Name>>

**Your lease dated <<date>> of <<month>> <<year>> proposed alterations**

I am writing to confirm my/our consent to your proposed alterations. My/our consent is conditional on the following terms being agreed:

1. Before you carry out any alterations, you must obtain all necessary permissions (such as planning consent) and give me/us a copy of all such permissions.
2. The alterations must be carried out in accordance with [the attached drawings and specifications or the specifications that accompanied your letter of <<date>>].
3. You must use good quality materials and standards of workmanship and complete the work to my/our reasonable satisfaction.
4. You must allow me/us and our advisers to inspect the works at any reasonable time.
5. You must pay the reasonable costs of any professional advisers incur in connection with the alterations.
6. If I/we so request prior to the termination of your lease (however it ends), you must remove the alterations and return the premises to their former state.

Please sign and return one copy of this letter to me/us as evidence of your acceptance of its terms.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's acceptance of the terms of the alterations.

Signed \_\_\_\_\_

[For and on behalf of the] Tenant