[Print on Outgoing [   ] or insert Address]

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

<<Date>>

Dear <<Tenant Name>>

Your tenancy agreement dated <[address>>

I am writing in relation to your tenan[   ]ed property.

[I] OR [<<Name of outgoing land[   ] of the property to <<name of new owner/landlord>> on <<date>>. **[**<[   ]>> is**]** therefore your new landlord.

I hereby authorise you with imme[   ]nt and other sums due under the tenancy agreement to <<name of [   ]dress of new landlord>> or as the new landlord shall direct.

Yours sincerely,

[For and on behalf of] <<Name of [