

[Print on Tenanted Property Address]

<<Landlord's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Lease dated <<date of lease>>

Property: <<address of premises>>

Request for consent to underlet part

[Further to our recent discussions] I am writing to you to request your consent to the proposed underlease of part of the Property. Your consent is required. Please treat this letter as a formal request.

Details of the proposed underletting are set out in the attached Heads of Terms, including a plan showing the area to be underlet. A copy of the current draft of the proposed lease is also attached for your information.

The nature of the proposed underlease is as << >>. The proposed use of the Property will be as << >>.

[I also enclose <<any other information relevant to the application and to the landlord's decision>>.]

[As the proposed undertenant is an individual, I am asking you to provide the following references:]

1. [Character references] **OR**
2. A reference from the proposed undertenant's employer
3. A reference from the proposed undertenant's bank and/or accountants.]

I confirm that I/the tenant will meet the costs of this application and proper legal and other costs in connection with this application and the proposed underlease.

You are no doubt aware of your statutory obligation to respond to this request for consent within a reasonable period of time. I look forward to your response as soon as possible and in any event by no later than <<insert date>>. [This application needs to be dealt with urgently because <<reason>>.]

Please confirm receipt of this letter and return if any further information is required.

Yours sincerely,

[On behalf of] <<Insert tenant's name>>

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