

[Print on Tenanted Property Address]

<<Landlord's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Property: <<address of property>>

Tenancy agreement dated <<date>>

Request for consent to make alterations

[Further to our recent discussions regarding the proposed alterations to the Property. Under the terms of the tenancy agreement the landlord's consent is required. Please treat this letter as a formal request for consent to make the alterations described below.

The proposed alterations are as follows: <<description of alterations>>. The works are shown in the attached plans and drawings.

The works will be carried out by [name of tradesperson(s)>>].

I enclose the following documents in support of my application for consent: <<e.g. structural calculations, etc>>.

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

Yours sincerely,

<<Insert tenant's name>>