

[Print on Letterhead]

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

<<Date>>

Dear <<Tenant Name>>

Lease dated <<date>>

Property: <<Property address>>

Proposed assignment - consent

Subject to formal licence

I am writing in response to your application to assign the Lease. Your application was received on <<date>>.

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I am/the landlord is willing in principle to consent to the proposed assignment. This consent is conditional on the following:

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1. A formal Licence to Assign must be obtained from the relevant authorities.

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2. The tenant must pay the reasonable costs of the landlord's professional advisers incur in connection with the application for a formal Licence to Assign.

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[3. The assignee must provide a security deposit of <<amount>>, representing <<number>> months rent [plus an amount in respect of the first month's rent]. The deposit will be held until the assignee ceases to be the tenant [or, if the assignee's accounts record a net profit exceeding three times the annual rent, the deposit will be held until the end of the year, plus any VAT payable on the rent, in each of three consecutive accounting periods].

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[4. The tenant must enter into an authorised guarantee agreement.]

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[5. <<Name(s) of guarantor(s)>> must guarantee the performance by the assignee of the covenants in the lease. The guarantor must be a natural person who is not merely as principal and not merely as agent.]

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[6. All outstanding material breach of the lease must be remedied and arrears of rent paid before any assignment takes place.]

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Suggested Heads of Terms and a copy of the proposed assignment agreement are enclosed.]

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Yours sincerely,

[For and on behalf of the] Landlord