

[Print on Landlord's Letterhead]

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

<<Date>>

Dear <<Tenant Name>>

**Lease dated <<date>>**

**Property: <<Property address>>**

**Proposed underlease of whole -**

**Subject to formal licence**

I am writing in response to your application for an underlease. Your application was received on <<date>>.

I am writing in response to your application for an underlease. Your application

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

I am writing in response to your application for an underlease. Your application

1. A formal Licence to Underlet must be obtained from the relevant authority.

I am writing in response to your application for an underlease. Your application

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 Underlet.

I am writing in response to your application for an underlease. Your application

Suggested Heads of Terms and Conditions of the proposed underletting are attached hereto for your review and approval. The proposed underlet [are enclosed] OR [will follow shortly].

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Yours sincerely,

[For and on behalf of the] Landlord