

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant Name>>

Lease dated <<Date>>

Property: <<Property address>>

Application for Consent to Make

Property - Acknowledgment

I am writing in response to your application to carry out alterations to the Property. I confirm that your application was received.

I am writing to acknowledge your application to carry out alterations to the Property. I

[The material you have provided is not sufficient for me/the landlord to make a decision. Please provide the following additional information as soon as possible: <<insert details>>]

I am writing to acknowledge your application to carry out alterations to the Property. I require the following information to enable me/the landlord to make a decision. Please provide the following additional information as soon as possible: <<insert details>>]

[The material you have provided is not sufficient for me/the landlord to make a decision. I am requiring the following additional information to enable me/the landlord to make a decision. I will contact you to advise you of my/the landlord's requirements as soon as possible, e.g. 3 working days>>]

I am writing to acknowledge your application to carry out alterations to the Property. I require the following information to enable me/the landlord to make a decision. I will contact you to advise you of my/the landlord's requirements as soon as possible, e.g. 3 working days>>]

[As I am/the landlord is also a tenant of the superior landlord who will also be required to give consent to your application.]

Your application has been passed to the superior landlord who will also be required to give consent to your application.]

[Under the Lease, the tenant is required to pay other costs in connection with this application. I require an enforceable solicitor's certificate on account of costs. At this stage I require payment on account (in cleared funds) as soon as possible to consider and respond to your application.]

Your application has been passed to the superior landlord who will also be required to give consent to your application. I require the following information to enable me/the landlord to make a decision. I will contact you to advise you of my/the landlord's requirements as soon as possible, e.g. 3 working days>>]

[Once all the requested information has been provided,] I/the landlord will consider and respond to your application for consent as soon as is reasonably possible.

Your application has been passed to the superior landlord who will also be required to give consent to your application. I require the following information to enable me/the landlord to make a decision. I will contact you to advise you of my/the landlord's requirements as soon as possible, e.g. 3 working days>>]

Yours sincerely,

[For and on behalf of the] Landlord