

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant Name>>

Your tenancy agreement dated <<date>> at <<address>>

I am writing in relation to your tenancy of the above mentioned property and, in particular, in relation to clause << >> of the tenancy agreement which requires you to comply with any rules/regulations relating to the management of the property.

[Please find attached an updated copy of the rules/regulations.]

OR

[The new regulations with which you must comply are as follows: <<insert list>>.]

Please sign and return one copy of this letter to the above address by <<date>>.

Yours sincerely,

[For and on behalf of the] Landlord

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I confirm the tenant's receipt of this letter.

Signed _____

[For and on behalf of the] Tenant

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