[Landlord’s insert Address]

(Tenants name)

(Full Address)

Date:

Dear (Tenant Name)

**Ref: Property address – Access for repairs**

I/we are/am writing to advise you that my/our builder/contractor will be attending the Property on (date) (time) to carry out the work (state what work is going to be done).

The work/repair will take about (state rough time) as already discussed with you.

It would be helpful if you could be present at the Property during the work/repair, but this is not essential**.**

Please let me/us know as soon as possible if the work/repair time and date referred to above are inconvenient. Please also sign and return one copy of this letter to confirm safe receipt.

Yours sincerely,

Landlord/agent

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I/we confirm the tenant’s receipt of this letter and agree to the date and time of the Property repair/work that is to be carried out.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant