[Date]

[Tenant’s name]

[Tenant’s address]

[Tenant’s address]

[Town/City] [Post Code]

Email: [insert Tenant’s email]

Dear [insert Tenant name/s]

**Tenancy at [insert property address]**

**Alternations, Renovations, Additions, Tenant Fixtures:**

Referring to our email/letter of [insert date] acknowledging your request to carry out the following at the property [insert nature of request], we are writing to let you know that the landlord agrees that your request is a minor change.

Please note that if the request for the minor change as agreed is carried out by you, it will be at your own cost. Further, on or before the expiry of the tenancy, you must return the premises to a condition that is substantially the same as the condition that the premises were in before the minor change was made.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Property Manager’s Name

**Title**