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**Informal letter enquiring about lease extension of a flat, or to purchase the freehold of a house or flat**

[Landlord’s name]

[Landlord’s address]

[Landlord’s address]

[Landlord’s address]

[*Date*]

Dear [landlord’s name]

I am the leaseholder of [*insert address of the flat*] and I am writing to you to enquire about extending the lease of my flat. I presently have (insert number of years) left on my lease.

Or

We are leaseholders of [*insert addresses of the flats*] and we are writing to you to enquire about purchasing the freehold of the building [*insert address of the building*].

Or

I am the leaseholder of [*insert address of the house*] and I am writing to you to enquire about purchasing the freehold of my house.

Please confirm whether you are agreeable to negotiate the (extension of my lease/ purchase of the freehold) and, please set out the price and terms on which you prepared to do so.

We/I look forward to hearing from you by [*insert a date for landlord to respond (giving them a reasonable period of time to do so)].*

Yours faithfully/sincerely,

[*Insert your name*]

[*Sign*]