

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Dear [REDACTED]

Re: Section 20 Notice of Intention to Carry Out Works

To all leaseholders of [REDACTED]

1. It is the intention of your landlord, [LANDLORD NAME], to enter into an agreement to carry out works in respect of which we are required to consult leaseholders.
2. The works to be carried out under the agreement are as follows:
 - [REDACTED]
3. We consider it necessary to carry out the works because it has been highlighted by the leaseholders that this work has been outstanding for some time and as a result it is causing damage to the property.
4. We invite you to make written observations in relation to the proposed works by sending them to [REDACTED] at the address above. Observations must be made within the consultation period of 30 days from the date of this notice. The consultation period will end on [REDACTED]
5. We also invite you to propose, within 30 days from the date of this notice, the name of a person from whom we should try to obtain an estimate for the carrying out of the proposed works described in paragraph 2 above.

Yours Sincerely

[REDACTED]