

Freeholder Address Line 1  
Line 2  
Line 3  
Line 4  
Line 5  
Postcode

Your address Line 1  
Line 2  
Line 3  
Line 4  
Line 5  
Postcode  
DATE

Dear **(insert freeholder's name)**,

**RE: (insert your property address)**

I would like to extend the lease on my premises.

I wish to extend my lease by X years.

[IF you've decided on the premium you're prepared to pay to do this, write the following, otherwise go to 'OR' below:]

I am prepared to offer you £X to do this.

[Add this if the premium offered has been derived from an official RICS Valuer's lease extension valuation:]

I appointed **[name of RICS Valuer used]**, a qualified RICS Valuer, to carry out an official lease extension valuation on my property on **[insert date]**; s/he then advised me about what a reasonable offer should be for this.

[OR if you wish to receive an offer from your freeholder first, write the following:]

Please let me know how much you would like me to pay you to do this and inform me of any other relevant information that I might need about this matter as soon as is convenient for you.

I look forward to hearing from you.

Kind regards,

**[insert your name]**

**[insert your signature]**

**[insert date]**