**[YOUR NAME]**

**[YOUR ADDRESS]**

 **[NAME OF FREEHOLDER]**

**[ADDRESS OF FREEHOLDER]**

**[DATE]**

Dear FREEHOLDER,

I/We am/are the leaseholder/s of [PROPERTY ADDRESS] and would like to extend our lease under the Leasehold Reform, Housing and Urban Development Act 1993.

I/We am/are eligible leaseholders and would like to offer £[PREMIUM] to extend our existing lease term by 90 years with a peppercorn ground rent (zero).

Please can you confirm if you are agreeable to the above offer.

My/Our solicitor is [SOLICITOR DETAILS].

I/We look forward to hearing from you by [DATE].

Yours faithfully,

**[YOUR NAME]**

For more help during your conveyancing call our team of conveyancing specialists on **0333 344 3234** or email **help@samconveyancing.co.uk**

This is an example letter and you should seek professional advice before using it.