[Date]

[Landlord/Agent Name]

[Landlord/Agent Address]

Dear [Landlord/Agent Name],

[Address of Premises]

We refer to the Lease for the above Premises. We have entered into an agreement with [Purchaser Company Name] Limited (the Purchaser) for the sale of our business.

In accordance with the terms of the Lease we, [Lessee Company Limited], are writing to seek the Landlord's consent to the assignment of the Lease.

The details of the proposed assignee are as follows:

1. [Purchaser Company Name] Limited (**Proposed Assignee**); and

2. [Director/Proposed Guarantor Name] (**Proposed Guarantor**).

Could you please advise of any further details you require from the Purchaser for the proposed assignment?

Please do not hesitate to contact me if you have any questions.

Yours sincerely,

[Signed]

[Name]

[Lessee Company] Limited