

Name:

Address:

Date:

Dear

For some time now we have contemplated a loft conversion and have now decided to go ahead with such a project.

Apart from some initial noise, which will be restricted to the working day, the only potential effect to your property is in the Loft area itself where, when work commences, one or two steel beams (RSJ's) are inserted into the party wall between our two properties.

This work takes place entirely on our side of the wall and entails removing a few bricks from our side and fitting a short steel plate (about 18" long) onto which the RSJ sits.

The entire process takes no more than two or three hours.

The project will be completed strictly in accordance with Building Regulations and monitored by the Local Authority Building Control Officer.

In the unlikely event that any damage should occur to your property as a result of this conversion, we accept full responsibility for any remedial work.

We shall be grateful if you would sign a copy of this letter confirming that you have no objection to this project.

Please let us know if you require further information or have any unanswered questions.

Yours sincerely

Please Print, Sign and Date below:

Print: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_