

**Letter 1.**

*Name and address of neighbour*

Date:

Dear Sir or Madam

Ref.:- Notice under The Party Wall Act 1996.

This letter is to inform you under the terms and provisions of The Party Wall Act 1996 that .....(*insert your name*) intend to carry out building work to .....(*describe what you are doing.*) This will involve some work to the Party Wall / boundary. I enclose a copy of the plans for your information and a Government leaflet explaining the basics of The Party Wall Act 1996.

With your approval .....(*your name*) would like to carry out this work and this letter provides for the required notice under The Act. ....(*your name*) will ensure that the work is carried out with due diligence and will ensure that any remedial works are carried out to your satisfaction.

I enclose a pre-prepared letter of consent should you have no objections all that would be required would be for you to sign and date it.

Yours faithfully,

*Your name here.*