[Lease administrator name]

[Lease Administrator Address Line 1]

[Lease Administrator Address Line 2]

[Lease Administrator Address Line 3]

[Lease Administrator Address Line 4]

[Lease Administrator Postcode]

 [today’s date]

[Your Ref: [Lease Administrator Ref] Our Ref: [Case Reference]

Dear Sirs

**Leasehold Property Enquiries**

**Sale of: [sale property address line 1] [sale property address line 2] [sale property address line 3] [sale property address line 4] [sale property postcode]**

**Landlord: [Landlord name]**

We understand that you administer the Lease for the above property.

We act for the Leaseholder in connection with the sale of the property and we enclose the Leasehold Property Enquiry Form (LPE1) in this respect.

Please complete the information contained therein. We would ask that you use the format provided; you will note that the format has been approved by the Leasehold and Legal Trade Associations so the use of it reduces the need for additional enquiries.

Please answer the questions in full, rather than by reference to other documents. This is to ensure that the incoming Leaseholder is fully aware of their liabilities.

Finally, if you will be making a charge for the completion of the form, please contact us immediately with the amount required, and your bank details, so that we can arrange payment without delay. We would respectfully remind you that the Secretary of State, James Brokenshire, announced on 27th June 2019 that the fee for providing this information should be reflective of the work involved but should be no more than £200.

Please therefore note that the total amount which our client will pay for this information will be no more than £200 whether or not the information is provided by multiple parties eg should you split the provision of information in relation to ground rent and compliance with lease terms from that in relation to service charges.

We would also respectfully remind you of the requirements for this information to be produced within 15 days as per the Secretary of State’s announcement.

Yours faithfully

[Law Firm Name]