

# East Harpenden Gardening Club

{name}  
{Address}

Dear {name},

{Date}

Re {Plot no x, site: x x}

## Termination of Allotment tenancy

We wrote to you on {Date} due to our concerns that your plot was not being cultivated and the effect this is having on your neighbours and the site.

We met on site on {Date} and came up with a work plan to get the plot cultivated again. This was set to be {started/completed} by {Date}. Unfortunately, as the agreed work has not taken place, we have no alternative other than to terminate your tenancy.

Or

As we have not had a response from you within 21 days as requested, we have no alternative other than to terminate your tenancy.

Please could you remove any personal property from your plot within 14 days of this letter, {Date}.

Please also contact myself or your site representative to return your {Gate key / Shed key} and receive back your deposit.

We are sorry that your tenancy has had to be ended in this way and trust if your circumstances change we would consider a future letting.

Kind Regards,

Paul Howe  
Lettings Secretary  
m: 07931 315996 e: lettings.ehgc@gmail.com

cc: { x x }, Site Representative. m: { x x } e: { x }  
cc: Alison Quinn, Chair, EHGC Committee

[www.ehgc.org](http://www.ehgc.org)