

# East Harpenden Gardening Club

{name}  
{Address}

Dear {name},

{Date}

Re {Plot no x, site: x x}

You will appreciate, in fairness to other plot holders and to ensure regular cultivation of land under our management, we do need to ensure plots are regularly cultivated and weeds kept under control.

Following {a/ the site inspection on {date} and/or b/ following recent complaints from other plot holders}, it has been noticed that your plot is looking rather neglected, overgrown and covered in weeds and no work appears to have been carried out on it for some time.

Your Site Rep { x x } contacted you by {phone /email/ post} to discuss this issue on {dd/mm/yy}  
{Enter details of discussion} Unfortunately we have seen no sign of the promised progress since this conversation. The plot is not being cultivated.

Or

We have tried to contact you by phone/email/ post to discuss this situation but have been unable to reach you. Could you please call or email to confirm your contact details and discuss the condition of the plot.

To discuss what needs to be done now and agree a work plan or to let us know any personal problems you may be experiencing such as illness or injury that prevents you working the plot at the moment, please contact myself or your Site representative within 21 days of the date of this letter.

If a full plot is difficult for you to manage we have smaller part-plots available which may be an option you would like to consider. We would be happy to discuss these options with you.

If you do not take action and you leave the plot in its current condition, you risk receiving a formal letter of Termination of your Tenancy.

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