



Broadbridge Heath Parish Council

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DATE XXXXX

Dear XXXXXXXX,

Allotment Plot Holder - Number XX

On acceptance on an Allotment Plot this included acceptance and agreement to adhere to the Allotment Rules.

The Allotment Sub-Committee would like to bring to your attention the believed non-compliance of **Rule Number XX**.

Insert Rule

Add further information and details including aspired response.

The Committee would please ask you to consider this and take any necessary and appropriate action required as soon as possible, but the plot and appropriate action will be reviewed in 1 month. Failure to do this may result in your Allotment tenancy being reviewed by the Committee.

If you have any further questions or would like to discuss this matter further, please don't hesitate to contact me.

With thanks and kind regards,
Olivia

Olivia Buck
Deputy Clerk, on behalf of the Allotment Sub-Committee