



Broadbridge Heath Parish Council

The Parish Office,

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Broadbridge Heath,

West Sussex,

RH12 3TS

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DATE XXXX

Dear XXXXXXXX,

Re: Allotment Plot Holder - Number XX

I'm writing to you regarding our recent correspondence dated XXXX. As detailed in the previous correspondence it has been noted by the Allotment Sub-Committee that appropriate remedial action has not been carried out within 1 calendar month, as required.

The Committee have therefore determined they will be terminating your Tenancy Agreement with effect from XXXXX.

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

Kind regards,
Olivia

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