**THIS NOTICE MUST BE SENT WITHIN 21 DAYS FROM THE RECEIPT OF A SECTION 25 NOTICE**

**We recommend you send the letter to your Pubco’s head office by Recorded or Registered Letter and copy the BDM either by letter or email.**

**Proposed Letter**

Mr Joe Bloggs (Your name and address)

The Lobster Pot

Cambridge Road

Anywhere

Hants

GU11 4TQ

15th September 2017 -------(Todays date)

**Without Prejudice**

**Section 25 Notice : The Lobster Pot, Cambridge Road, Anywhere, Hants GU11 4TQ**

We are in receipt of a Section 25 Notice submitted by you under the Landlord and Tenant Act 1954 and dated xxxxxxx (date on the Section 25 notice **NOT** the lease renewal date) and received by us on xxxxxxx. This constitutes a trigger point under regulation 26 (2) (a) of the Pubs Code etc Regulations 2016 and I am therefore serving an MRO notice under regulation 23 (1)(b) of the same legislation to ask for an offer of a market rent only option prepared under the procedure outlined in Section 44(1)(a) of the SBEE Act 2015.

I confirm that [insert tenant name/names/company name – this must be as per the name on the front of your lease whether that is a company name or your own names] is the registered leaseholder for the [insert name and postal address of tied pub].

All future correspondence regarding this notice and rent assessment proposals should be directed to [your full postal address or the companies full postal address plus email address and telephone number]

Yours sincerely