[Date]

[Your name]

[Your address]

[Lessor’s name]

[Lessor’s address]

Dear [lessor’s name]

## Re: Access for prospective purchasers under clause 81 at [address]

I write in response to your letter of [date] about access for prospective purchasers. I assure you of my cooperation, and for our mutual convenience, I would like to suggest that we adopt the following access plan:

* I propose that access take place between the hours of [time 1] and [time 2] on [day]. Please instruct your agents to direct anyone who wishes to inspect the property to come at that time only.
* Further access by appointment should be considered only when it is absolutely necessary – for instance, when a prospective buyer who has previously viewed the premises requires a second inspection before making the decision to buy.

While I will be present during all inspections, your agents must supervise and be responsible for all access. You may wish to ask your agents to keep each viewing party to a manageable size. It is in our mutual interests to ensure that prospective buyers are actively supervised throughout the access period.

If we operate according to this access plan, we can give prospective buyers reasonable access without creating a disruption to or interference with my reasonable peace, comfort and privacy. In order to avoid any unnecessary confusions and risks of dispute please ensure that your agents abide by this arrangement. There must be no access to the premises without my express consent. I will not accept unauthorised access into my home.

If you wish to discuss this matter further, please contact me on [your phone number] during work hours.

Yours sincerely,

[Your signature]

[Your name]