

Sam Taylor
Flat 4, 27 Alder Terrace
London
N7 0XX

Example Estates Management Ltd
1 Sample Square
London
W1A 0XX

[Date]

Reference: Service charge, Flat 4, 27 Alder Terrace

Service charge: no response to my letters

Dear Sir or Madam,

I wrote to you on [date of your letters] requesting information about the service charge and raising points in dispute. I have not received a full response.

The one-month period for responding to my requests under sections 21 and 22 of the Landlord and Tenant Act 1985 has now passed. Failing to comply without reasonable excuse is an offence under section 25 of that Act. Please provide the information within 14 days.

Please also respond to the points raised in my letter. If I do not hear from you within 14 days, I will make a formal complaint.

Yours faithfully,

Sam Taylor