

«Tenant»
«Tenant_Address1»
«Tenant_Address2»
«Tenant_Address3»
«Tenant_Town»
«Tenant_Post_Code»

**Directorate of Culture
Leisure & Regulatory Services**

Floor 5, Cores 3-4
Civic Offices, Guildhall Square
Portsmouth
PO1 2AL

Tel: 023 9268 8070

Email: allotments@portsmouthcc.gov.uk

Date: 16 December 2021

RECORDED DELIVERY

Dear «TenantShortName»

NOTICE TO QUIT

ALLOTMENT SITE: «SiteName»

Further to my correspondence to you regarding your plot number «PlotSortOrder» at the above site. It has been found that your allotment is still in a neglected condition.

The Allotments and Leisure Gardens Rules stipulate that you must keep your plot in a tidy and cultivated state. I therefore have no alternative than to terminate your tenancy one week from the date of this letter. Anything remaining on the plot after xxxxxx **will be disposed of.**

If you need to contact me regarding this letter, you can:

- Telephone the number above
- Email ashley.humphrey@portsmouthcc.gov.uk

Please note that there is no facility for you to call in person at the Civic Offices for allotment issues.

Yours sincerely

**Ashley Humphrey
Parks Contract Supervisor**