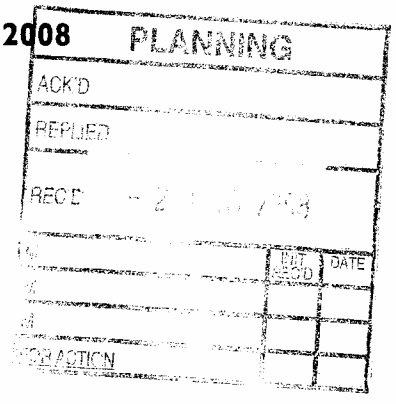
EXAMPLE OF LETTER TO TENANTS

Our ref:
Your ref:

Please reply to: David Irlam
Tel: 0161 946 9576

Date: **19th November 2008**



Dear Sir / Madam,

As you are probably aware the trust is undertaking a series of refurbishment works to its properties. Part of the works requires the Trust to allocate a fenced off compound area that contractors can use for temporary welfare and storage facilities. The site on Greenwood Road has been identified as a suitable site. The Trust will therefore be applying to Manchester City Council for planning permission to use the area as a compound on a temporary basis. Manchester City Council may contact you as part of the planning consultation process.

If you have any questions regarding temporary use of the site as a compound then please contact me by telephone on 0161 946 9576 or call into the office on Hollyhedge Road.

Yours Sincerely

D.J.I.

David Irlam
Technical Officer
Willow Park Housing Trust