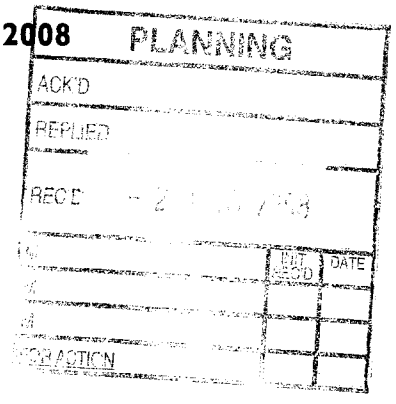
EXAMPLE OF LETTER TO TENANTS

Our ref:
Your ref:

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 or or call into the office on Hollyhedge Road.

Yours Sincerely

David Irlam
Technical Officer
Willow Park Housing Trust

Willow Park House, Hollyhedge Road, Wythenshawe, Manchester, M22 9UF
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