

[Your correspondence  
address]

[Freeholder's name]

[Freeholder's Address]

[Date]

Dear Sir or Madam

**Deed of Variation at [property address]**

I confirm that I own the leasehold title of the above property.

My ground rent is currently at a level which will likely affect the saleability and mortgage-ability of my flat. The purpose of this letter is therefore to enquire as to whether you, as freeholder, would be willing to grant a deed of variation to reduce the ground rent.

If you are, could you kindly confirm the terms you would be willing to offer?

I look forward to hearing from you as to what steps I should take next.

Thank you in advance for your assistance and I look forward to hearing from you.

Yours sincerely

[Your name]