

PC letterhead

Name and address of plotholder

Date

Dear

A copy of the allotment agreement for your plot **(insert number)** is enclosed. If you intend to continue renting your allotment for the next year commencing on 1 April 2024, please read the **General Terms and Conditions** and in the presence of a witness, sign and date both copies of page 1. One copy should then be returned to the clerk to the Parish Council and your rent of **(insert amount)** paid by 1<sup>st</sup> April 2024.

Following recent complaints received from some allotment holders relating to the untidy nature and lack cultivation of some plots, the Parish Council wishes to draw your attention to its right to terminate the agreement in these circumstances.

Payments can be made by :-

**( Insert bacs details and also if payments can be made by cheques/cash)**

**Update following decision on open gardens**

Yours sincerely

Maggie Burt

**Clerk to Coddensham Parish Council**