



Dear Mr/Mrs .....

**Re:**

I refer to your letter dated \*\*\*\*\*, in connection with your application to purchase the above mentioned land.

This matter has now been considered by the Council and I have to inform you that your application has been refused for the reason/s detailed below:-

**Reasons here**

I appreciate that this was not the decision you were hoping for, but I trust that you will understand the Council's reasons for the decision.

If you are unhappy about the Council's decision there is an appeal process, in which you can apply to an Appeal Panel for your application to be reconsidered. To appeal you must do so in writing to the Council within 28 days from the date of this letter.

We will endeavour to deal with your appeal within 28 days and let you have a decision notice within 10 working days of the decision date.

Please do not hesitate to contact me if you have any queries

Yours sincerely

Mr Michael Forster  
**Property Services Manager**