

Directorate of Culture, Leisure and Regulatory Services  
Floor 5 Civic Offices, Guildhall Square, Portsmouth, PO1 2AL  
VAT Registration Number GB 108 356 72



Telephone: 023 9268 8070  
E-mail: allotments@portsmouthcc.gov.uk

«Applicant»  
«ApplicantAddress1»  
«ApplicantAddress2»  
«ApplicantAddress3»  
«ApplicantTown»  
«ApplicantCounty»  
«ApplicantPostCode»

Date:

Dear «ApplicantShortName»

**ALLOTMENT OFFER LETTER - PLEASE RESPOND WITHIN 7 DAYS**

**Plot «PlotOffered» : «SiteOffered»**

We are pleased to offer you the above plot. It is        m<sup>2</sup> in size and if you wish to accept this offer, the amount due for the period from now until 31 October 2020 will be £        .

We enclose the following:

- Allotment Rules
- Site Map

You will be able to view the plot on production of this letter at the allotment association office. If you would like to take up this offer, please contact the allotments office and we will issue you with an invoice.

If we have not heard from you within 7 days from the date of this letter, we shall assume you do not wish to take the plot offered and you will be removed from the waiting list.

Yours sincerely

*The Allotments Team*