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|  | **Bruce Spenser MSc MCIOB** | Chartered Building Consultant Bruce Spenser MSc MCIOB |
| Party Wall Surveyor | Building Surveyor | Structural Surveyor | Third Surveyor | | |
| [www.pwbsl.com](http://www.pwbsl.com)  [b@pwbsl.com](mailto:b@pwbsl.com)  07927123469 | | |

Address of Adjoining Owner

Dated

Dear Name of Adjoining Owner

**Party Wall etc. Act 1996**

Under the Party Wall etc. Act 1996 Nb pluralise etc as required hereby serve you the accompanying notice(s) of my intention to carry out works likely to affect your premises at address of Adjoining Owner.

This letter is to explain in less formal terms that if you disagree with any of the proposed works you should appoint your own surveyor to safeguard your interests. However you may feel that you can concur in the appointment of Bruce Spenser MSc MCIOB as the agreed surveyor who will impartially regulate matters affecting us both. Bruce’s fee, under all normal circumstances, will be paid by us and we will also be responsible for making good any damage that their works may cause.

I would be grateful to learn whether or not you agree to the works proposed and if you would like to appoint Bruce as the agreed surveyor; or if you are intending to appoint your own surveyor would you please let me know who this will be. Please complete and return the enclosed acknowledgement form giving this information and kindly tell me of any other person having an interest in the property, either as landlord or tenant.

Bruce would be pleased to explain in further detail the formalities involved in these matters if you so wish.

We enclose an addressed envelope for your convenience

Yours sincerely

Building Owners to sign