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| **PLACE DIRECTORATE**  **Nick Sayers**  **Head of Operations & Greenspace**  Hyde Depot, Park Road, Hyde Tameside, SK14 4JT  Call Centre 0161-342-8355  Twitter @tmbc\_places  [www.tameside.gov.uk](http://www.tameside.gov.uk)  email: [nicola.marshall@tameside.gov.uk](mailto:nicola.marshall@tameside.gov.uk)  Doc Ref Allotment Name/28/21  Ask for Nicola Marshall  Direct Line 0161 342 3348  Date |

Ms Jo Bloggs

Sent via email to:

samplename@samplename.com

Dear Ms Bloggs

**Allotment Site Name – Plot Number – Formal 28 day notice Improvement Notice**

**Do not ignore this letter if you wish to keep your plot**

Tameside Council inspected your allotment plot on 5 July 2021 and your plot was judged to be below standard; you have previously received a tidy up letter on 1 June and significant improvements have not been made.

We are therefore sending you this letter to inform you that if you do not make significant improvements to your plot in the next 28 days from the date of this letter, you will receive a notice to quit, which means you will have to leave your plot. I trust you will be able to comply with these requirements before the next inspection in 28 days’ time.

We understand that sometimes people are just too busy to have an allotment plot – if that is the case please just give up the plot. There is a long waiting list for allotments and it is not fair to those who are waiting to have plots which are not being worked properly. You can provide us with notice by email or a text – my mobile number is xxxxxx. If you have a genuine reason why you can’t work your plot, such as being in hospital, then please let me know.

If the plot is not sufficiently improved by [insert date] then we will have no choice but to evict you from your plot.

Yours sincerely,



**Nicola Marshall**

**Greenspace Manager**

cc: Name of Allotment Association Secretary