

Mrs/Mr Paolino Paperino

Our Ref : 4

15-05-2018

Dear Paolino Paperino,

Re : Contract Expiry Letter

We note the contract ends on 23-06-2018. We should be grateful if you would vacate the Property in accordance with Clause 10 and adhering at all times to the contract.

If however you would like to enter into a new contract commencing 23-06-2018 we would be delighted to provide you with the same.

If you would like to enter into a new contract or serve notice we require your confirmation in writing as soon as possible before 28-06-2018.

Please note that from 23-06-2018 the monthly payment for the Property will increase to £\_\_\_\_\_.

We want to inform you that if you decide to sign a renewal contract, the fees (other than the monthly Licence Fee) under the new contract will be subject to 20% VAT. The renewal admin fee payable upon signing the renewal contract will therefore be £50.00 + 20% VAT (totalling £60.00) and the Check Out Inventory Fee will be £75.00 + 20% VAT (totalling £90.00) etc. Again, this is not applicable on your Monthly Licence Fee.

Yours sincerely,  
PML Services Ltd