Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Ref: Property Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/ Madam,

Take notice that:

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that I am withdraw my alleged guarantee and that I am not willing to stand as Guarantor for the AST agreement signed in the name of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that you may consider that I may have obligations and that they may extend until such time as the tenant vacates the property.

However I have been formally advised that this Notice of Termination shall follow the Housing Act notice periods and in the event that you either issue a new AST or allow the tenancy to continue for further periods beyond the usual S21 notice period, I affirm and confirm that I do not accept any liability of any description.

I am aware that the fixed period of the initial contract has now expired, if you refuse to accept this notice, then I call on you to terminate the tenancy with immediate effect, following the usual notice periods and process enshrined in statute law.

Any future recovery action shall be rigorously defended and for clarity, should my revocation of the alleged guarantee result in the named parties to the AST being served notice, then I shall raise no objections to this.

Neither your acceptance, nor your agreement to this termination notice is required for it's enforceability and for its suitability to be submitted as evidence, should you recklessly decide that remedy is to be sought through the courts.

I formally request that you forward this letter to the landlord and proprietor of the property as a legal notice of concern to said party and in your capacity as agent acting under their instruction.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At the same time enclose a SAR as follows:

DATA PROTECTION ACT 1998 - SUBJECT ACCESS REQUEST

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam,

Ref: Property Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that you currently hold details of my personal and financial information within your internal record systems with regard to an alleged tenancy guarantee.

I would be grateful if you would provide the following:

Full copies of all contracts which you believe exist or have existed between myself and your organisation, including true copies of any documents you hold in support of the same.

A complete list of all transactions or statements relating to all of the above.

Copies of all documents which include any of my personal information including copies of any emails or computer records containing my personal information, or any records which pertain to this information.

Full copies or transcripts of any correspondence in postal, email or any other format which you have entered into with any individual, organization or third party which contains my personal or financial, or which pertains to me.

Where any previous information or records held have been deleted or disposed of, the methods used to do so, including dates, certificates or references confirming details of destruction.

Where you are unable to provide such certificates, please provide a declaration, signed by an authorised officer of your company, confirming the dates and methods of destruction of this data.

Full hard copy print outs of my personal or financial information, held in a digital, magnetic or any other format which is held in any archives, backups or other storage devices / locations.

I reserve the right to refer to the contents of this letter if an application for pre-action discovery is necessary relating to any of the documents requested herein.

I enclose a cheque in the sum of £10 to cover your fee.

IF YOU ARE UNABLE TO DEAL WITH THIS REQUEST, YOU SHOULD IMMEDIATELY FORWARD IT TO THE PERSON WITHIN YOUR ORGANISATION RESPONSIBLE FOR DATA PROTECTION.

I look forward to hearing from you in the first instance of receipt.

Yours Faithfully,  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_