



Westminster City Council
64 Victoria Street
London SW1V 6QP
Tel: 0800 3583783
residentadvocates@westminster.gov.uk
Date: Wednesday 25 October 2023
Ref: No access

Dear

Access to complete the major works

Please can you contact us before **Friday 3rd of November** to arrange a suitable time to complete the ventilation work to your home.

These works are necessary, so we will need to arrange a suitable time with you to carry them out. If there are further delays in completing the works, it will result in increased costs for the major works project and will also lead to the ventilation system not functioning properly.

To arrange your appointment, please contact Phuong Doan, resident advocate, using the information below. The first appointment should take no more than 30 minutes to complete, and some further visits may be needed to make good.

How to contact us

Please contact the Resident Advocacy Team on

- Telephone: **0800 358 3783** or
- Email: residentadvocates@westminster.gov.uk

Thank you for your help and we look forward to hearing from you shortly.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Phuong Doan', with a horizontal line extending to the right.

Phuong Doan
Resident Advocate
Growth Housing and Planning