



Westminster City Council
64 Victoria Street
London SW1V 6QP
Tel: 0800 3583783
residentadvocates@westminster.gov.uk
Date: 20 July 2023

Ref: X251 No Access

Access to complete the major works

We have previously contacted you on **11 May 2023** to ask contact us so that we can arrange a suitable time to complete the ventilation work to your home. It has come to our attention that previous attempts to schedule this work, your property remains unconnected.

Please be aware you need to give us access to your home with reasonable notice. 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 **0800 358 3783** or email us at 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 'PD' with a long horizontal line extending to the right.

Phuong Doan
Resident Advocate