

If you'd rather have your own property solicitor sign off on the letters than use ours, this template gets you set up in five minutes. **Use a specialist property solicitor** — leasehold is its own world and a general high-street practitioner is unlikely to give you the sharpest read. Below: where to find one, the email to send them, and what to ask for in scope so the bill stays proportionate.

## WHERE TO FIND A SPECIALIST PROPERTY SOLICITOR

### Four directories worth using, in order of fit for leasehold cases

None of these is a referral arrangement — Building Trust gets nothing if you instruct a solicitor through any of them. They're listed because they each maintain genuine specialist directories.

#### LEASE — [lease-advice.org](https://lease-advice.org)

The government-backed Leasehold Advisory Service. Provides free initial advice plus a directory of specialists. Start here if you want a no-cost sanity check on your case before paying any solicitor fee.

#### ALEP — [alep.org.uk](https://alep.org.uk)

Association of Leasehold Enfranchisement Practitioners. Members are vetted specialists in leasehold law — enfranchisement, lease extensions, disputes, RTM. Best fit for any non-trivial lease case.

#### Law Society — [solicitors.lawsociety.org.uk](https://solicitors.lawsociety.org.uk)

Filter by "Residential property" or "Leasehold enfranchisement". Broader directory — verify any solicitor's specialism before instructing.

#### Property Litigation Association — [pla.org.uk](https://pla.org.uk)

Specialists in property litigation. Right fit if your case is heading to FTT, county court, or High Court.

## THE EMAIL TO SEND

## PASTE THIS INTO YOUR EMAIL — REPLACE THE BRACKETED FIELDS

**TO** [your specialist property solicitor's email]

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**SUBJECT** Leasehold matter — request for letter review and sign-off

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Dear [Solicitor's name],

I am the leaseholder of [your apartment / flat] at [building name and address]. I have a leasehold matter I'd like a 30-minute review and sign-off on, and I've already had a structured analysis prepared so your time can stay focused on the legal judgement, not the analysis.

### What I'm sending you:

- A one-page **solicitor briefing summary** — the case in a paragraph, the relevant verified lease clauses (verbatim, with references), the proposed conclusion, and 2–3 specific open queries for your judgement.
- The **two draft letters** the analysis has produced — Letter A (from me, framed in tort) and Letter B (from the Management Company, framed in contractual enforcement).
- The **full Strategic Note** for context if you want to dig in (most reviewing solicitors don't need this — the briefing summary is sufficient).
- The **lease itself** on request.

### What I'm asking you to do:

- Read the briefing summary (5 minutes).
- Read both letters end-to-end (5–10 minutes).
- Apply your judgement on framing, tone, demands, deadlines, and reservation of rights.
- Address the 2–3 open queries flagged in the briefing.
- Sign off the letters as sound to send under my name — or note any edits that should be applied first.

**Scope and fee.** I'm asking for a fixed-fee letter review and sign-off, not a full lease audit or case strategy. The lease analysis has been verified through a multi-stage process before reaching you. *If on review you think the case actually needs broader engagement (case strategy, full lease audit, formal proceedings), please tell me first and we'll discuss separately.*

**Indicative timeline:** a 24–48 hour turnaround would be ideal, but I'm flexible.

Please confirm (a) whether you can take this on, (b) your fixed fee for the letter review, and (c) when you can return the sign-off. I'll send the four documents by reply.

Many thanks,  
[Your name]  
[Your contact]

## What "letter review and sign-off" should cost

A specialist property solicitor reviewing two pre-drafted letters with a one-page briefing should be ~30–60 minutes of their time. Indicative fixed fee in the £150–£400 range, depending on the firm. If you're being quoted significantly more, ask whether the scope they're proposing matches what you've asked for — they may be assuming a fuller engagement.

- **Reasonable scope to ask for:** review the briefing summary, review the two letters, sign off as sound to send under your name, flag any edits.
- **Wider scope (separately priced):** full lease review, broader case strategy, drafting fresh correspondence, conducting the matter on your behalf.

**One last thing.** If LEASE (the government-backed Leasehold Advisory Service) thinks your case is straightforward, they'll often tell you so for free in their initial advice line — saving you the solicitor fee altogether. Calling LEASE first

costs you nothing and frequently sharpens the question you take to a solicitor afterwards. Their phone line is on [lease-advice.org](http://lease-advice.org).