

Your ref:  
Our ref:  
Please ask for:  
Direct dial:  
E-mail:

**Debbie Gates**  
Executive Director

**Central and Community Services**

[Address]

[date]

Dear Sir/Madam

**ASSETS OF COMMUNITY VALUE – REMOVAL OF LISTED ASSET**

The community right to nominate provisions in the Localism Act 2011 entitles community organisation to nominate public or private assets of community value to be included by the Council on a List of Assets of Community Value. The following asset was added to the list on [ date ].

**Asset Name:**  
**Address:**  
**Asset Reference:**  
**LACV:**

Please take this as written notice that the Council has removed this asset from the List of Assets of Community Value for the following reason:

[ insert reason ]

Unless otherwise stated this asset will be added to the List of Unsuccessful Community Nominations for the remainder of the five year listing period. This period ends on [ date ]

If you have any questions regarding this letter please contact the Council using the details shown above.

Yours faithfully