

Your Ref:  
Our Ref: TT/MX  
Contact: Tenancy Team  
Extn: 3174

E-mail: [Tenancy.management@redditchbc.gov.uk](mailto:Tenancy.management@redditchbc.gov.uk)

Dear

**RE: MUTUAL EXCHANGE**

I refer to the application for a Mutual Exchange between yourself and .....  
Of .....

I am unable to agree to this exchange taking place for reasons which are not connected with your tenancy.

Should you wish to appeal against this decision, please contact to your Tenancy Officer.

Yours sincerely

Tenancy Officer