

20 JUL 2009

department for  
**children, schools and families**

Moorfoot  
Sheffield, S1 4PQ

Tel: 0870 001 2345

Commercial Property Services  
Estates and Facilities  
Management Division  
Room W740  
Tel: 0114 259 4582  
terry.atkin@dcsh.gov.uk

Alex Geldart  
Common Purpose  
Discovery House  
28 – 42 Banner Street  
London  
EC1Y 8QE



1 July 2009

**Letter of Occupation**

You will be aware that DCSF will be vacating Moorfoot and relocating to a new building.

Dates have now been firmed up for the vacation and I am writing to notify you that we will be determining your occupation and require vacant possession of the space you occupy by 28<sup>th</sup> May 2010.

Formal notice of determination will be served upon you in the new year.

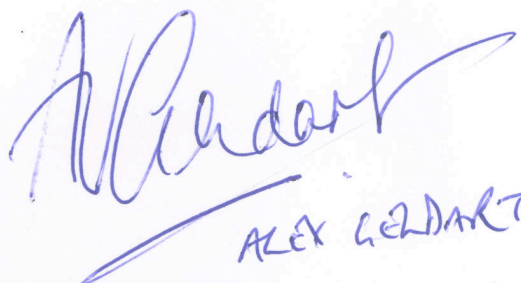
Would you please sign and return the copy of this letter to acknowledge receipt.

Yours sincerely



T J Atkin

Receipt of Notification acknowledged by  
For and on behalf of Common Purpose



ALEX GELDART

