**Model Wording for Informing Lender/Landlord/Insurer**

To whom it may concern.

**Home Working at (insert home address)**

I am about to commence working from home in connection with my employment with Aberdeen City Council. This is an arrangement made under the Council’s Flexible Working Policy.

I will not be running a business from my property, this is simply a change of work location for my employment with Aberdeen City Council. There will be no structural alterations to the property and no marked increase in the number of people calling to it.

*For insurer – The equipment supplied by my employer will be insured by them. A list of the equipment supplied is attached for information.*

I would be grateful if you could let me know of any details or conditions that I need to action, and also confirm to me in writing that you agree to the above arrangement.

I look forward to hearing from you.

Yours faithfully,