

[to be typed on solicitors' headed notepaper]

To: Angela Wakefield
Solicitor to the Council
East Staffordshire Borough Council
PO Box 8045
Burton upon Trent
Staffordshire
DE14 9JG

("the Council")

[Insert date]

Dear Madam

S106 AGREEMENT RE. *[insert description of development]*

We undertake to pay the Council's reasonable charges in connection with this matter within 7 days of demand in writing, whether or not the agreement is completed, provided that we shall not be required to pay more than £2,000 under this undertaking.

We acknowledge that this does not limit the charges which you may seek from our client and that you may ask us to give further undertakings in future if your charges are likely to exceed that sum (without being obliged to do so).

Yours faithfully,

(signature of authorised signatory)

Solicitor

For and on behalf of *[Name of Solicitors]*