**Correspondence:**

**[Address 1**

**Address 2**

Insert name of Commons Association

**Town, Postcode]**

email: [insert email]

«Title»«FirstName»«Surname»

«Address1» date: [inset date]

«Address2»

«City»«Postcode»

Dear «Title»«Surname»,

**Notification of Application of [Common] to the SFI Moorland Scheme to Non-Grazing Commoners**

I am writing to you on behalf of [XXXXX] Commons Association who are proposing to enter the SFI Moorland Scheme.

This scheme does not require any changes in stocking levels rather involves a survey of the vegetation and soil depth which will help the Association understand the public goods on the common and decide how they might benefit from future schemes from Defra. Accompanying this letter is a one-page description of SFI Moorland for further information.

The Commons Association is required to inform all those who have a legal interest in the common that the application for SFI is being made. As part of this process the Association is updating its records about who owns or rents the common rights.

Due to the actions in this scheme active participation by non-graziers is possible. Accompanying this letter is an expression of interest form including the rights which we believe you have. We would be grateful if you could check this through and amend as necessary and return to me in the attached envelope or via email to: [XXXX] by [date].

Our understanding is that you are not currently grazing the common but if this is not accurate or you expect this to change, please note this on the form.

If you have any queries, please contact me via email [xxx] or via phone [yyy].

We look forward to hearing from you.

Yours sincerely,