[[NAME]]
[[ADDRESS 1]]
[[ADDRESS 2]]
[[ADDRESS 3]]
[[POSTCODE]]

 [[DATE]]

Hi [[FIRST NAME]],

I am writing to you from Tpas, the newly appointed Independent Resident Advisers for Serpentine Court - we thought it would be great to tell you a little bit about who we are and how you can contact us.

Our role is to provide independent and impartial advice to any resident who lives in Serpentine Court.  We will support you and work on your behalf to ensure that you are fully informed and involved throughout the regeneration project.  For more information on our approach, role and standards that you can expect from us please take a look at our dedicated web page: <http://www.tpas.org.uk/our-projects/your-mk-serpentine-court-ita>

The Lead Advisor is Kevin Farrell - you will be seeing a lot of over the course of this project and it contactable through the Freephone number and the serpentinecourt@tpas.org.uk email address. Emma-Jane Flynn is Support Advisor and Project Manager, supported by myself as Project Coordinator.

Specifically for SCRG members, Kevin and Emma have provided their mobile numbers so you can contact them at any time.

Kevin: 07966 763 803
Emma: 07969 215 125

**Kevin and I are holding a ‘walkabout’ around Serpentine Court on Monday 18 December 2017 and would be delighted if you would join us! If you want to come along please meet us outside Serpentine Court shops at 2pm. We will be wearing our Team Tpas purple t-shirts so you can easily spot us! Please let me know if you would like to come along.**

For December and January, we will be looking for input from you into our work plan and will be looking to work with you on this on 11 December after the training session. We will also supporting the recruitment of a Chair for the SCRG during this time.

That’s all from us for now, we look forward to seeing you soon!

Leanne Farrell
Tpas Project Coordinator for Serpentine Court