

[Resident/s Name/s]

[Address Line 1]

[Address Line 2]

[Address Line 3]

Monday 2 March 2026

Dear [Resident/s Name/s]

### **The Heriotts – Join us for a Residents’ Meeting**

We would like to start by thanking you for your continued patience and support while the fire safety works have been taking place at The Heriotts over the last couple of years. As you know, these works are now complete, ensuring that The Heriotts remains safe and compliant with current Building and Fire Safety Regulations.

As part of our ongoing commitment to provide safe, well maintained homes, we have also carried out some additional surveys on the buildings to better understand the level of work still required. Having now reviewed the findings we have reached a point where we would like to undertake a full review of The Heriotts to help us plan what happens next.

Your thoughts and experiences matter a great deal to us, and we want to make sure you are involved in this review from the beginning. We would therefore like to invite you to join us at a Residents’ Meeting to discuss the details of the review – refreshments will be available:

**Date:** Thursday 5 March 2026

**Time:** 10:30am

**Location:** Residents’ Lounge, The Heriotts

At this meeting, we will share more about the work that has been completed so far and talk you through the next steps.

Most importantly, it will be an opportunity for you to ask questions and share your views. You are very welcome to bring a family member, carer or advocate along with you for support.

Can you please confirm your attendance, along with any guests, by contacting the Retirement Housing Officer team. If you cannot attend, please let the team know and we will be happy to arrange a time to visit you instead.

We really hope you're able to join us and look forward to seeing you there.

Yours sincerely

**Emma Tobin**

Head of Specialist Housing – Retirement Villages