

# Windsor Drive

(High Wycombe) Management Co. Ltd

**Please Reply to:**  
David Winterburn  
68 Windsor Drive  
High Wycombe HP13 6BL  
Tel: 01494 – 463107  
WD Mob: 07762 – 003055  
E-mail: [david@windsordrive.co.uk](mailto:david@windsordrive.co.uk)

Date: As Postmark / E-mailed

Dear Sir / Madam,

**RE: ANNUAL MAINTENANCE WORKS AT WINDSOR DRIVE 2026 - 2027**

Thank you for your enquiry regarding the maintenance works on the Windsor Drive estate for the year 1<sup>st</sup> July 2026 to 30<sup>th</sup> June 2027.

Enclosed is a copy of the Tender Document showing an outline of the planned works for the forthcoming year. There may be additional works during the year and these will be contracted out as required. A map of the estate is also enclosed to help you identify the areas where the proposed works will be undertaken.

All contracts will be issued subject to competitive tendering, satisfactory references and company checks. Full insurance cover and compliance with relative health and safety standards are required for all works undertaken.

You are welcome to visit the estate in order to assess the work in preparation of your tender. Site visits can be arranged by mutual agreement. Please telephone or e-mail as above if you have any queries or wish to make arrangements to visit the site. Tenders should be returned to the above address by the deadline of 6pm on Friday 8<sup>th</sup> May 2026.

Yours Faithfully,

David Winterburn  
Director & Co Secretary

**ENC:** Tender Document  
Quotation Working Sheet  
Estate Map

Tender Cover 2026