Template letter

Your Name
Your Address

Date

Name of Landlord or Agent
Their Address as Printed on lease or tenancy documents

**Request to negotiate rent payments due to COVID-19**

Dear [Mr/Mrs/Ms Landlord’s name]

[I am/We are] contacting you about our [weekly/fortnightly/monthly] rent payments for [property address].

[My/Our] financial circumstances have changed significantly due to COVID-19 because of [reasons for income reduction]. My/Our household income per week was originally [outline your household’s original work income / work hours, include any Government payments received]. Following [reasons for household income reduction], my work income is now [outline what your household’s income is and include any Government payments received]. This change happened on [date of change in circumstances due to COVID-19].

Please find attached documentation outlining [my/our] previous and current household income.

Because of this, [I/we] would like to discuss the possibility of reducing rent payments to [$xxx] for the next [month/fortnight].

[We/I] appreciate that you may also be experiencing financial hardship at this time and look forward to discussing this matter further with you.

Kind Regards,

Your Name and Signature
Your Phone Number
Your Email Address