Template letter

Your Name  
Your Address

Date

Tenant Name  
Their Address

**Response to request to negotiate rent payments due to COVID-19**

Dear [Mr/Mrs/Ms Tenant’s name]

Thank you for contacting me about your [weekly/fortnightly/monthly] rent payments for [property address].

I understand your financial circumstances have changed due to COVID-19, resulting in an impact on your income of 25% or more. I would therefore like to discuss your request to reduce your rent repayments to [$xxx] per [week/month/fortnight] until your normal employment resumes.

[Please provide documentation to support your claim that your household income has reduced due to COVID-19, and provide evidence of any Government income support you may be receiving. Documents could include proof of job termination/ stand-down, proof of Government income support, proof of prior income.]

I propose [outline your proposal i.e. acceptance of their suggested reduced or waived rent payments, or another solution] for a period of [insert period, minimum of six weeks].

[If rent payments can be reduced or waived, please clarify whether the payments will be waived or subject to repayment in the future.]

I look forward to your response.

Kind Regards,

Your Name and Signature  
Your Phone Number  
Your Email Address