Template letter

Your Name  
Your Address

Date

Tenant Name   
Tenant Address

**Request to negotiate repayment plan for missed and / or reduced payments due to COVID-19**

Dear [Mr/Mrs/Ms Tenant’s name]

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

[I / we] understand that during the period [insert] your financial circumstances changed significantly due to COVID-19. As a result, you were unable to make your normal rental payments from [insert period of time, *this period must fall within April 2020 to 26 March 2021*] to [insert]. The total amount owing is $[insert].

[I/We] propose that you repay an amount of [$$] each [week / fortnight / month] in addition to your ordinary rent.

[We/I] look forward to discussing this matter further with you.

Kind Regards,

Your Name and Signature  
Your Phone Number  
Your Email Address