Template letter

Your Name
Your Address

Date

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

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

Dear [Mr/Mrs/Ms Landlord or agent’s name]

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

[My/Our] financial circumstances 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 showing [my/our] previous and current household income.

Because of this, [I was /we were] unable to make [my / our] normal rental payments during the period [insert period of time you were unable to pay the full amount of rent or charges, between April 2020 and 26 March 2021].The total amount owing is [insert].

[I/We] propose that [I/we] repay an amount of [$$] each [week / fortnight / month] in addition to our regular rent.

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

Kind Regards,

Your Name and Signature
Your Phone Number
Your Email Address