Date

Landlord/Lessor

Address 1

Address 2

Suburb NSW 2020

Dear XX,

**[INSERT PROPERTY ADDRESS] – REDUCTION OR FREEZE**

We refer to our Leasing Agreement dated XX XXXX XXXXX

In light of the recent COVID-19 (Corona Virus) pandemic in Australia, the financial downturn in the economy has had a significant impact on small businesses and the financial ramifications of COVID-19 have severely affected the usual business of [INSERT BUSINESS NAME].

Consequentially, [INSERT BUSINESS NAME] have been forced to: [SELECT/DELETE/ADD APPLICABLE CIRCUMSTANCES]

1. Limit the number of employees working in the office on a daily basis;

2. Stand down employees indefinitely for the duration of the COVID-19 pandemic;

3. Cancel existing contracts with clients and provide refunds;

4. Limit the use of our offices as clients have not been able to attend our offices due to the safety protocols implemented by the NSW Government and NSW Health;

5. Undertake a complete shutdown of the business due to government enforced shutdown;

6. Limit our normal day-to-day income generating operations; and

7. Provide extensions and financial reprieve to clients who are suffering financial hardship in these unprecedented times.

As a result of the above, we have not been able to utilise the rented premises under our Lease Agreement to its full capacity.

[#DELETE IF NOT APPLICABLE] Furthermore, due to cancellations initiated by our clients and the financial reprieve we have provided to other clients, this in turn has had and continues to have flow-on financial effects on our business.

The Prime Minister Scott Morrison and the National Cabinet have agreed to help renters hurt by the COVID-19 health crisis. States and territories will review their respective tenancy laws to ensure there are tougher protections for renters. Scott Morrison has warned landlords that they would have to make sacrifices during these unprecedented times.

It is inevitable that the National Cabinet will soon implement some form of financial reprieve for renters and the overall objective is to ensure that tenancies are maintained.

Whether this is by way of a government grant or essentially a nation-wide rent-free period is yet to be determined.

In the interim, we hope that you might take a sympathetic approach to the COVID-19 pandemic and request that you please consider one of the following approaches in respect of our rent payable under the Leasing Agreement:

1. Implement a rent-free period for the duration of the COVID-19 pandemic; or

2. Offer a reduction in the rental payment.

We request that you please consider our above concerns as we continue to travel further into unprecedented territory.

Should you have any questions in relation to this matter please do not hesitate to contact this office on

We look forward to hearing from you.