Dear (Landlord Name/Leasing Agent)

We refer to the recently mandated National Cabinet Mandatory Code of Conduct-

SME Commercial Leasing Principles During COVID-19. Our business has been accepted as eligible for the JobKeeper Program and we find that we are now in a position where we have an inability to generate sufficient revenue as a direct result of the COVID-19 pandemic.

Our business has closed due to government direction or has been seriously impacted due to the downturn in customers (select the options that best suits your situation and delete the comments in yellow the statements that are not needed) resulting in our revenue being reduced to $0.00 from (date) (if your business was forced to close) or resulting in a decline in our revenue. (if you had a 30% or greater decline in revenue).

Our business has been impacted by a \_\_% decrease in revenue for the period (from – to)

We seek your support and ask for (Example purposes only)

1. A \_\_% waiver of rent for the period (1 – April – 30 September 2020)
2. The amortisation of the (same % as point 1) over the remaining 24 months of our lease (if lease period is shorter then that period, or perhaps an amendment to the lease to cover that period as well)

These measures will allow our business to survive long-term, and to resume our position as a stable tenant once we are allowed to trade.

We are happy to provide you with financial reports to better understand the gravity of the situation. We appreciate your ongoing support and look forward to working together through this crisis.

Please contact me via phone or email to discuss the situation in greater detail.

Kind regards