



### **TEMPLATE LETTER TO COMMERCIAL LANDLORDS**

*Please note anyone using this template should specify to their landlord whether they are requesting a rent freeze, or a rent reduction, as appropriate to their own circumstances.*

Dear sir / madam,

I am writing to you to request a temporary suspension in our rent payments due to the financial impact of the COVID-19 outbreak. Whilst we have been doing everything we can to reassure our customers and operate as normal, we have to follow government edicts to reduce transmission of the virus, and we have already seen a loss of earnings approximating £Xk due to cancellations.

Whilst we know every landlord works in a unique situation, it is worth noting that two major London landlords - TFL and Network Rail have both introduced a 100% rent freeze for 3 months.

We have been a tenant of yours for X years/months and we hope to be able to continue to work here for the foreseeable future. With our income so severely disrupted by these temporary restrictions, we hope you will see the value of looking at the long view so that we may continue to stay solvent during this crisis and continue to be your reliable tenants when it is over.

We are aware that the government is offering a number of measures to support businesses during this time, and we hope that options to relieve mortgage payments, business rates, and grants for small businesses may have some benefit for yourselves which would make a rent reduction more affordable. We are looking into all of these options ourselves and exploring all options to keep our business running.

We hope that you and your family are safe and well during this difficult time, and we look forward to hearing from you soon.

Yours sincerely,