Date

Landlord Name  
Landlord Address  
Landlord Suburb/Postcode/State

Dear Landlord Name,

I am sorry to be writing to you with this request, but I really have no other choice in order to keep my business operating and our staff employed.

Due to the unprecedented Coronavirus Pandemic, I am writing to ask you for a rent reduction for the period of this uncertainty.

This request follows the severe decline in economic activity and the resulting impact on my business trade which has fallen to unsustainable levels.

I do want to demonstrate to you the steps we have taken to mitigate against these economic conditions and the safety threat posed by Coronavirus, including:

I am aware of similar abatement measures being employed in other industries that are waiving rents while this emergency situation continues. During this crisis, I am asking for consideration of the following measures:

1. XX% rent reduction for the duration of Pandemic, or
2. A rent abatement for a period of X months to allow me to keep my business operating.

I appreciate your understanding and support in these difficult times. I am happy to discuss this matter with you in more detail if required.

Kind regards,

XX