

Date

Address
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(COMPANY NAME) as tenant at (PREMISES LOCATION AND DESCRIPTION)

With the current COVID19 situation in Australia, we are conscious of the continuing operation of our business and associated financial implications.

We are of course aware of the current rental payment obligations in respect of our tenancy (as **attached**), although wish to explore the opportunity to broker alternative arrangements with you during this uncertain time.

For example, we kindly request your consideration of either:

- 1) A temporary rental reduction (effective for a period of 3 to 6 months), or
- 2) A payment plan (details of which may be determined in consultation with you).

Your assistance in considering alternative financial measures to secure our tenancy, will work to minimise the impact on our business operations that COVID19 represents.

We greatly appreciate your prompt reply to discuss possible options suitable for our business.

Kind Regards,

YOUR NAME
YOUR ROLE
COMPANY NAME

Attach – Copy of lease