(Insert tenant/s name/s)

(Insert tenant/s postal address)

(Insert date)

(Insert lessor/ agent’s name)

(Insert lessor/ agent’s address)

Dear (insert lessor/ agent’s name),

**RE: Tenancy at (insert address of rental property)**

Due to the emerging and evolving situation of the COVID-19 virus, I/we have recently lost employment/anticipate losing income due to the closure of my workplace. I/we request that the lessor consider reducing the rent for a period of time/ or waive rent payments/ to enable me/us to sustain our tenancy during the COVID-19 period.

We/I are therefore seeking to have the rent waived in full / reduced to $[amount] from [date] for a period of [x weeks] at which time our situation can be re-assessed.

I/we wish to remain a tenant/s and consider that reaching an agreement on an affordable rent benefits the lessor and me/us as well as the broader community. It allows me/us to remain safely housed while the lessor continues to receive rent rather than having a vacant property, and does not have to re-tenant in the current circumstances. Avoiding unnecessary movement and property inspections reduce the risk of virus transmission within the community.

I/we hope you understand my/our difficult situation and that we can come to an agreement in support of this request.

The Queensland government is putting in place compulsory conciliation through the Residential Tenancies Authority to assist negotiations on rent arrears/reduction between the parties, and in defined circumstances allowing tenants to end their agreement with one week’s compensation. My/our preference is to reach a mutual agreement with you, however these will be the only options left to me/us if we cannot.

 Please do not hesitate to contact me on (insert phone number) should you wish to discuss the matter further.

Yours faithfully,

(tenant to sign)

(insert tenant’s name)