*This letter may be used to notify landlord clients when a tenant requests a variation to their current rental payments.*

Where [ ] appear, please note the instruction and insert the relevant information.

**[Insert on agency letterhead]**

Dear **[insert client’s name]**

**Re: [insert address of rental premises]**

We have received a proposal from the tenant(s) of your property for a variation in rental payments as follows:

|  |  |
| --- | --- |
| **Existing weekly rent amount;** |  |
| **Proposed variation to rent:**  **%, $ per week** |  |
| **Proposed duration of reduced rent** | Start date:  End date: |
| **Tenants** | Adults:  Children: |
| **Arrears history** |  |

**Attached** is a copy of the Rental Payment Proposal that has been submitted by the tenants for your consideration.

After consideration of this proposal, please provide your written instructions in relation to the above request as soon as possible and, in any event, no later than **[insert date]** at **[insert email address].**

Please keep in mind that the Australian Government has announced a no eviction moratorium, meaning that tenants cannot be evicted as a result of financial distress caused by COVID-19 for a maximum period of six months. The exact details of this legislative amendment are not yet available.

Additionally, please note that claims for loss of rent from your landlord insurer may be affected by agreeing to a lower rent.

If you wish to discuss this matter further or require additional clarification, please do not hesitate to contact [insert name of contact person] on [insert phone number and/or email address].

Thank you very much for your consideration of this request in these complicated times.

Yours faithfully

[insert name & position]