[Address line 1]

[Address line 2]

[Address line 3]

[Address line 4]

[Address line 5]

[Insert date]

**Ref: Suspension of Rent Payments during COVID-19 pandemic for** [Insert business address or Ref]

Dear [Sirs or landlords name if known]

We hope you're keeping well during the current crisis and I am sure that you are as concerned about the developments around COVID-19 as we are. As you will be aware we have been forced to close our business while the coronavirus pandemic runs its course and as a result have no cash flow coming through the business and are trying to keep costs down to a minimum so that we are able to get our business up and running once we can trade normally again

[add as much details about your situation as you can - make it as personal as you feel comfortable to]

For these reasons, we kindly request a suspension of rent payments until the situation improves.

Many renters across the country are in a similar situation. As you might have heard, the government has announced a three-month mortgage holiday for all landlords whose tenants are experiencing financial difficulties due to coronavirus. The government and the National Residential Landlords Association are asking landlords to show compassion and several them have declared either a complete rent holiday for a few months or have stopped collections until things are back to normal.

Until then, everyone will need to help each other where we can and try to stay healthy, I hope you will consider this request in the spirit it is made.

I look forward to hearing your response.

Yours Sincerely

[Insert name]