

Dear Landlord/Property Manager

I would like to explain my current situation as I have been directly affected by COVID-19 and require temporary financial assistance for the rental payments of **insert dates here**.

The lockdown measures that have been introduced by the Australian government means that our ability to work has been very limited, as none of us work in "essential services".

As you can see from our rental payment history, we have always understood the importance of paying rent in a timely manner, and we would like to be proactive in coming to an agreement.

- **In March my income has been reduced from \$----- to \$-----. As a result, I am unable to pay the full rent amount for the month of April rent. As such I am reaching out to set up a repayment plan to make up for any missed rent payments related to the Covid-19 disruptions.**
OR
- **I am a student and recently lost my job and I am finding it difficult to find work due to hospitality business closures. I do have some limited savings but no one is certain of how long the closures will last.**
OR
- **Unfortunately, I have been made redundant from my job because of business closures and I am currently finding it difficult to re-gain employment, as many companies are not hiring people.**

As I am not an Australian resident, I cannot claim any financial assistance from the Australian government.

Can you please advise if there is any possibility for a rent reduction at this stage? I take full responsibility for this apartment but would like to know what my options are.

We suggest a ----% reduction in rent, bringing our weekly payment to \$-----.

OR: We kindly request if you could please waive our rent for the month of April.

I appreciate any help/advice you could provide and attach my/our pay slips, letter of dismissal, bank statement for your perusal and consideration.

Regards,