Dear [Landlord]

I am writing to request a renegotiation of rent consistent with the *Retail and Other Commercial Leases (COVID-19) Regulation 2020 [NSW]* (“the Regulation”) that came into effect on 24 April 2020.

The Regulation enacts the National Code of Conduct for commercial tenancies (“the Code of Conduct”) announced by the Prime Minister on 7 April 2020.

It provides that landlords and tenants affected by COVID-19 must renegotiate rent and other terms of the lease in good faith having regard to:

* the economic impact of the COVID-19 pandemic; and
* the leasing principles in the Code of Conduct.

I enclose the Code of Conduct leasing principles for your reference.

The Regulation applies to commercial tenants that had an annual turnover of less than $50 million in 2018-19, and have experienced at least a 30 per cent decline in turnover due to COVID-19 compared with a corresponding month or quarter in 2019.

My business has suffered a [x] per cent decline in turnover, and I am requesting a [x] per cent reduction in rent until October 2020. This amounts to a rent reduction of a $[x] per month. Of this amount, I request $[x] be in the form of a rent waiver and $[x] be in the form of a rent deferral, consistent with the Code of Conduct leasing principles.

I enclose documentation to demonstrate my business meets the eligibility criteria outlined in the Regulation, and has experienced a [x] per cent decline in turnover.

I look forward to working with you in good faith to negotiate a mutually beneficial outcome.

I would be grateful if negotiations could conclude as quickly as possible, and within 14 days from the date of this letter.

Kind regards