Letter to Commercial Landlords and/or their Agents

Sample Letter

This letter must be transferred to your own letter, removing the title and all references to Adapt Accountancy™ and with all optional and personalised information completed. This letter has been drafted with the kind telephone advice given from Law Express.

Agent / Landlord Name:

Agent / Landlord Full Address:

Date:

Dear Sir, Madam,

**RE: Request for payment deferral and schedule of payment under tenancy agreement**

The unprecedented Coronavirus pandemic has an impacted on my employment situation and therefore this will affect the rent payments that I/we are obliged to pay.

However, I would like to call your attention to section 81 of the Coronavirus Act 2020, schedule 29 of the said Act, that extends the notice period and provides protection from eviction for three months period.

So, on this basis I/we request that you agree a payment schedule, so that we can amicably agree to pay the due rent and continue to reside under the current tenancy agreement.

For further clarification I hereby present the weblink below to section 82 **Business tenancies: protection from forfeiture etc** *and* section 83 **Business tenancies in Northern Ireland: protection from forfeiture etc** of the Coronavirus Act 2020:

<http://www.legislation.gov.uk/ukpga/2020/7/enacted>

I/we look forward to hearing from you.

Together, we can do this.

Sincerely Yours,

(Full Name and Address of the tenant and signature)