Dear [LANDLORD]

I write in relation to my lease at [ADDRESS]. The purpose of this [email/letter] is to formally request rent relief from you under the Commercial Tenancy Relief Scheme (the Scheme).

The Scheme was introduced by the Victorian Government to alleviate financial hardship faced by tenants and landlords as a result of the coronavirus (COVID-19) pandemic. Legislation for the Scheme is detailed in the [*COVID-19 Omnibus (Emergency Measures) Act 2020*](https://www.legislation.vic.gov.au/in-force/acts/covid-19-omnibus-emergency-measures-act-2020/001) and related [Regulations](https://content.legislation.vic.gov.au/sites/default/files/2020-05/20-031sra%20authorised.pdf)*.* You can access these and find information about your rights and obligations in relation to the Scheme on the Victorian Small Business Commission’s [web page for tenants and landlords](https://www.vsbc.vic.gov.au/your-rights-and-responsibilities/retail-tenants-and-landlords/).

There are certain steps that must be followed to progress a request for rent relief as a result of the coronavirus pandemic. These steps are outlined in section 10 of the Regulations. In keeping with these steps, I confirm that:

* the lease is an eligible lease
* [BUSINESS NAME] is an SME entity – information showing this is **attached** and
* [BUSINESS NAME] qualifies for and is a participant in the JobKeeper scheme – information showing this is **attached**.

In addition, please note that:

* since restrictions in response to coronavirus came into effect, my business has experience a [x] per cent reduction in turnover. I have **attached** information that demonstrates this.

I am requesting a [x] per cent reduction in my rent between [DATE] and [DATE], taking into consideration that the Scheme runs from 29 March 2020 to 29 September 2020.

Under my calculations, this amounts to a reduction of $[x] per month, bringing my monthly repayments to $[x]. I request that [x] of this relief be applied as a waiver and [x] be a deferral.

I request that you reply to this letter with a suitable offer as soon as possible.

I hope we can come to an agreement that is suitable for to both of us.

Thank you.

[TENANT]