[podać datę]

[podać imiona i nazwiska oraz adres]

Dear [wpisać imię i nazwisko Landlorda]

We hope you’re keeping well in these really strange and fast-changing circumstances!

We are very concerned about COVID-19. We work in [wpisać rodzaj działalności/firmy w której się pracuje] which is seriously impacted by COVID-19.

We rarely have more than one month’s rent available at any one moment.

We are looking at options, however the situation is very uncertain and at this moment we are struggling financially.

[Tutaj można opisać szczegółowiej swoją sytuację]

[Pierwsza opcja o zawieszenie całkowitej płatności] For these reasons, we kindly request a suspension of payments until the situation improves.

[Druga opcja o dokonanie symbolicznej wpłaty] Can you please kindly accept a token payment of [wpisać kwotę jaką są Państwo w stanie płacić tytułem czynszu]

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.

We hope, for ourselves and for everyone’s sake, that life becomes more stable as soon as possible.

We hope you can consider this.

Looking forward to hearing your response.

Best wishes from us all

[podpisy]