Commercial Property Guidance

Template letter of notification to Landlord – Tenant financial hardship

[address of Landlord or email address of landlord]

[date]

**Notification of Financial Hardship – [address of commercial property premises] (the “Property”)**

In accordance with the Guidance relating to Commercial Property issued by the Minister for the purposes of the COVID-19 crisis, I am notifying you, as your tenant, that my business is suffering financial difficulties as a result of the COVID-19 crisis.

During this crisis while my business is unable to trade properly, I do not expect to be able pay you [rent or any other payment due in respect of the Property] [the full amount of the rent or other payments due in respect of the Property].

[I believe once COVID-19 is over my business will return to normal and I will be able to meet my normal rental and other payment obligations.] [I am unsure whether my business will recover after COVID-19 restrictions are removed.] [Sadly, I think my business may have to permanently close down due to effect of COVID-19.]

Please can you let me know what voluntary arrangement you are able to offer me in accordance with the terms of Guidance.

I will supply you on demand with evidence of my business’ financial hardship in accordance with the Guidance. Please let me know what information you need.

I will advise you as soon as the circumstances change, and I confirm I will continue to meet all other obligations I owe you in respect of the Property.

Thanking you in advance for your forbearance.

For and on behalf of,

[name]

[title of Business]