Commercial Property Guidance

Template letter of notification to Landlord – Tenant Non-Compliance with Lease obligation

[address of Landlord or email address of landlord]

[date]

**Notification of Non-Compliance with Lease Obligation – [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 due to COVID-19 restrictions imposed by Government, I am unable at this time to comply with my obligation to [detail lease obligation/s unable to comply with] in respect of the Property.

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

To the extent you require it, I will supply you on demand with evidence in support of my inability to comply with the above listed obligation[s] 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 under your Lease.

Thanking you in advance for your forbearance.

For and on behalf of,

 [name]

[title of Business]