

[Print on Letterhead]

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<<Tenant's name >>
<<Tenant's address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Tenant Name>>

Your Lease dated <<date>> of <<month>> <<year>>

I am writing in relation to your Lease for the property at <<address>> and, in particular, in relation to the provision of Services <<list services>>.

located at <<address>> and, in particular, in relation to the provision of Services <<list services>>.

Due to circumstances beyond the control of the Landlord, <<explain circumstances>>, there will be some changes to the provision of Services <<list services>> which will resume on <<date>>.

Due to circumstances beyond the control of the Landlord, namely <<explain circumstances>>, we anticipate that normal Service <<list services>> changes will be made:

- It will not be possible to provide <<list services>> <<insert details>> of the Lease requires the Landlord to use reasonable endeavours to provide these services. In the current circumstances, the Landlord is unable to provide the services <<insert details>>.
- The following new services <<list services>> will be provided because <<explain why>> of the Lease, which allows the Landlord to provide additional services in certain circumstances.

<<insert details>>. Clause <<insert details>> of the Lease requires the Landlord to use reasonable endeavours to provide these services. In the current circumstances, the Landlord is unable to provide the services <<insert details>>.

<<insert details>>. This is necessary in accordance with clause <<insert details>> of the Lease, which allows the Landlord to provide additional services in certain circumstances.

Please sign and return one copy of this letter to <<address>> by <<date>>.

pt.

Yours sincerely,

[For and on behalf of the] Landlord

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I confirm the tenant's receipt of this letter on <<date>> at <<address>>.

Signed _____

[For and on behalf of the] Tenant

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