

[Print on Letterhead]

[Insert Address]

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

<<Date>>

Dear <<Tenant Name>>

Your Lease dated <<date>> of <<address>>

I am writing in relation to your Lease of <<address>> property.

Notwithstanding the terms of clause <<clause number>> of the Lease, we confirm that, while you are the tenant of the property, and until <<date>> the provisions of the Lease will be modified as follows:

<<Insert details of concession by reference to one or more of the paragraphs below>>.

[The Annual Rent will be payable <<insert details>> quarterly. Payments of £<< >> will be due on <<dates>>.]

[From <<date>> until <<date>> the Annual Rent will be reduced to £<< >>.]

[You will have the benefit of a rent moratorium from <<date>> until <<date>>. No Annual Rent will be due from you under the Lease during this period.]

[No Annual Rent will be payable from <<date>> (<<insert date>> "Rent Moratorium Period"). However, the Annual Rent that would otherwise be payable during the Rent Moratorium Period will be collected in equal instalments of <<insert amount>> on <<insert future dates when rent will be collected>> in addition to the Annual Rent due under the Lease after the Rent Moratorium Period. Interest [will] OR [will not] be payable on the Annual Rent due but unpaid during the Rent Moratorium Period in accordance with the provisions of the Lease, on the <<insert date>> period.]

[The terms of this letter will be deemed to constitute an offer of the rent due under the Lease.]

The terms of this letter will cease to apply to you under the Lease (as defined in clause <<insert clause number>> of the Lease) in relation to you, if you are declared bankrupt or if you enter into an underlease in respect of the property.

The terms of this letter are intended to bind you and your successors in title but not on my/our successors in title.

Please sign and return one copy of this letter to me in acknowledgement of its terms.

Yours sincerely,

S
A
M
P
L
E

[For and on behalf of the] Landlord

.....

I confirm the tenant's acceptance of

Signed _____

[For and on behalf of the] Tenant

.....

[I confirm the guarantor's acceptance of] _____

Signed _____

[For and on behalf of the] Guarantor

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