

[Print on Large Paper]

[Insert Tenant Address]

<<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 <<insert address>> and, in particular, in relation to clause << >> which provides for the property to be used for the interests of good estate management.

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[In the light of the current Coronavirus (COVID-19) pandemic, the Landlord is requiring all tenants to observe Public Health England's "Guidance for Businesses and Premises on Coronavirus (COVID-19)", as updated from time to time.]

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OR

[In the light of <<insert circumstances>>, the Landlord is requiring all tenants to observe <<insert details of guidance with which you are familiar>>.]

the Landlord is requiring all tenants to observe <<insert details of guidance with which you are familiar>>.]

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

pt.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's receipt of this letter.

Signed _____

[For and on behalf of the] Tenant

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