

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant Name>>

**Your tenancy agreement dated <<date>> at <<address>>**

I am writing in relation to your tenancy agreement for the property at <<address>>.

Notwithstanding the terms of clause <<clause number>> of your tenancy agreement, I/we confirm that, while you are the tenant of the property at <<address>>, the rent payment provisions of the tenancy agreement will be modified as follows:

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

[From <<date>> until <<date>> the rent shall be <<rent amount>> £<< >>.]

[You will have the benefit of a rent concession of <<rent amount>> £<< >> until <<date>>. No rent will be due from you under the tenancy agreement for the period <<period>>.]

The terms of this letter will cease to apply if you materially breach the terms of the tenancy agreement.

The terms of this letter are intended to bind me/us in my/our personal capacity but not on my/our successors in title.

Please sign and return one copy of this letter to <<address>> in acceptance of its terms.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's acceptance of the terms of this letter.

Signed \_\_\_\_\_

[For and on behalf of the] Tenant

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[I confirm the guarantor's acceptance of the terms of the lease agreement.]

Signed \_\_\_\_\_

[For and on behalf of the] Guarantor

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