

ert Address]

<<Date>>

Your tenancy agreement dated XXXXXXXXXX **address>>**

Due to circumstances beyond the control of the Club, namely <<explain circumstances>>, there will be some changes to the Club's operations and facilities. I/we anticipate that normal provision will resume on <<date>> following changes will be made:

- It will not be possible to provide the services/facilities: <<insert details>>. [Clause << >> of the tenancy agreement requires the landlord to use reasonable endeavours to provide the services/facilities. In the event of the landlord being unable to provide the services/facilities in the current circumstances, the landlord is required to use reasonable endeavours to do so.] No charge will be made in respect of the services/facilities for the period during which they are not provided.
 - The following new services/facilities will be provided: <<insert details>>. This is necessary because <<explain why the services are necessary in accordance with clause << >> of the tenancy agreement, if applicable>>. The landlord is required to provide additional services in certain circumstances.] The cost of the services/facilities is £R [a charge of <<insert details>>] payable by you in respect of the period during which they are provided.

Please sign and return one copy of [REDACTED] pt.

Yours sincerely,

[For and on behalf of the] Landlord

I confirm the tenant's receipt of this

Signed _____

[For and on behalf of the] Tenant

SAMPLE