**Dear \_\_\_\_\_\_\_\_\_\_\_,**

We hope you are well at this challenging and unpredictable time. We’re sure, like us, you’ve found recent developments in the pandemic very concerning.

As students, we are particularly worried about the financial impact the crisis is having. While we are entitled to maintenance loans from the government, these are usually subsidised by part-time work in order for us to afford rent and other living costs. We work in (e.g. retail/service industry) during the term-time, and rely on this to pay our rent/rely on money from parents who have lost their jobs. Many of us have lost jobs/moved home where there is no work, and now do not have that income.

*[add more details about your personal situation here if you feel comfortable]*

Recently published Government guidelines state that as part of our “national effort” to respond to the COVID-19 outbreak it’s “important that landlords offer support and understanding to tenants who may start to see their income fluctuate” and that this should “include accept[ing] a lower level of rent” ([Coronavirus Guidance for Landlords and Tenants](https://www.gov.uk/government/publications/covid-19-and-renting-guidance-for-landlords-tenants-and-local-authorities/coronavirus-covid-19-guidance-for-landlords-and-tenants), Ministry of Housing). It also states that “where tenants have difficulty paying rent over this period, we ask that landlords do not issue a notice seeking possession, particularly given that the tenant may be sick or facing other hardship due to COVID-19”.

For these reasons, we kindly request a: *[delete or combine these as appropriate]*

·       suspension of all rent payments until the situation improves/until the next student loan payment

·       reduction in rent until the situation improves (e.g. half rent/calculate how much you can realistically afford and offer that)

·       no-penalty contract release as we’ve moved home and are no longer occupying the residency

We’re happy to talk about this and discuss options. Please let us know if you would prefer to speak on the phone and we will be happy to arrange this. You may also wish to read [this letter](https://www.bucksstudentsunion.org/pageassets/support/campaigns/westandbyyou/Jan-2021-NB-letter-to-landlords.pdf) from our Vice Chancellor, Professor Nick Braisby.

We hope that life becomes more stable soon, but until then, we hope you can consider our request. We look forward to hearing your response.

**Best wishes from all of us at [First line of address],**

\_\_\_\_\_\_\_\_\_\_\_