[Date]

Dear [Tenant]

To support business tenants and commercial property landlords affected by COVID-19, the *Leases (Commercial and Retail) Emergency Response Declaration 2020* (“the Declaration”) came into effect on 12 May 2020.

The Declaration implements the National Code of Conduct for commercial tenancies.

The Declaration applies to commercial tenants with a turnover of less than $50 million in the 2018-19 financial year and who have qualified for the Commonwealth JobKeeper payment scheme.

If this is the case, I would like to engage with you in good faith negotiations regarding our lease. To assist us to start negotiations, I would be grateful if you could provide the following documentation as per the [guidance](https://www.covid19.act.gov.au/__data/assets/pdf_file/0007/1546018/ACT-Government-Guidance-notes-22-June-2020.pdf) provided by the ACT Government:

* records that your business had an annual business turnover of less than $50 million in the 2018-2019 financial year;
* proof that your business has qualified for the Commonwealth JobKeeper payment scheme; and
* evidence of the level of reduction in turnover through the COVID-19 period, compared to a corresponding month or quarter in 2019.

This will assist me in considering the degree to which I may be willing to decrease the rent payable under your lease, or to come to other mutually agreeable arrangements.

I would welcome the opportunity to discuss this with you. Alternatively, the COVID-19 Local Business Commissioner, Mr Brendan Smyth can provide a free mediation service as the commercial tenancy mediator to assist us to renegotiate our commercial leasing arrangements.

I look forward to negotiating with you in good faith.

Kind regards