**Date: [insert date]**

Dear **[insert name of tenant],**

I acknowledge receipt of your request for rent relief. I write to confirm that I have accepted your rent relief request and agree to the rent relief outlined below:

|  |  |
| --- | --- |
| **Tenant name** (use complete legal name) | **[use this format if different legal and trading names:** **Vincent and Mary Nguyen trading as Banh Mi Queen]** |
| **Tenant ABN** (Australian Business Number) | **[tenant ABN]** |
| **Tenant contact details** | **[tenant address, phone number and email address]** |
| **Property address** | **[leased premises address]** |
| **Landlord name**  (use complete legal name) | **[use this format if property held in trust:** **Shady Tree Pty Ltd as trustee for the Garden Family Trust]** |
| **Start date of rent relief** | **[start date]** |
| **End date of rent relief** | **[end date]** |
| **Amount of monthly rent due under lease agreement, with no rent relief** | **[$ monthly rent due under lease agreement, with no rent relief]** |
| **Amount of monthly rent waived** | **[$ monthly rent waived]** |
| **Amount of monthly rent deferred**  (if any) | **[$ monthly rent deferred]** |
| **Total amount of monthly rent relief** | **[$ total monthly rent relief]** |
| **Monthly rent waived as per cent of total monthly rent relief** | **[monthly rent waived / total monthly rent relief x 100]** |

I confirm this rent relief complies with the Victorian Government’s Commercial Tenancy Relief Scheme in operation from 28 July 2021 to 15 January 2022.

I note you have advised that you arean eligible commercial tenant with an annual turnover of less than $50 million in the 2020–21 financial year who experienced at least a 30 per cent decline in turnover due to coronavirus over the relevant comparison period. This rent relief is being provided in reliance of that information.

If you have any questions, please contact [insertname of person] at [insertemail address] or on [insertphone number].

For more information on the Commercial Tenancy Relief Scheme, see the [Victorian Small Business Commission’s frequently asked questions](https://www.vsbc.vic.gov.au/fact-sheets-and-resources/faqs/#commercial-tenancy-relief-scheme-2021-faqs) or call 13 8722.

Yours sincerely,

**[Add Landlord signature]**

**[Name of authorised signatory on behalf of Landlord (if Landlord is not an individual)]**

**[Insert Landlord name]**