

Dear (Landlord/Letting Agent Name),

I am contacting you regarding my current tenancy at **[address]** to formally request support in accommodating my financial situation.

I understand that it is my responsibility as a tenant to pay rent in full and on time, as per my tenancy agreement. When I originally entered the tenancy agreement, I had made provisions to uphold this responsibility. However, the current climate has placed me in a very unexpected position. Following the Government's guidance, I have not returned to my term time address and have continued to live at home/ Due to the Covid-19 pandemic I have been on the furlough scheme for an extended period of time/ recently become unemployed which has had a significant impact on my ability to pay the upcoming rent **[Delete as appropriate]**.

I am very concerned that my financial situation will be considerably affected by paying rent for a property I am no longer residing in /I will be unable to pay my upcoming rent in full and fall into significant debt **[Delete as appropriate]**.

As you may be aware, The government guidelines have advised all students apart from those studying a small number of specialised courses to remain at their family home during this lockdown. The University of Lincoln Accommodation Services have recognised that affordability is now a considerable concern for students and have announced a waiver in rent for the remainder of tenancies in University Managed Accommodation.

I understand that my tenancy does not come under this as it is privately managed and that this is a huge request. However, I would like to request support. In line with the University's approach, I would like to request an early surrender of tenancy/ waiver of the remaining rent **[Delete as appropriate]**.

I look forward to hearing from you with your thoughts.