

Template Letter to Landlords

Any text in bold and in brackets means you either need to include your information or choose one of the options we have inputted for you. Once complete, delete these instructions and any options you're not using, to ensure the letter is relevant and professional.

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Dear **(name of landlord/ accommodation provider)**,

I hope that you and your **(family/staff)** are well in these difficult times.

I am writing to you following the announcement of the current national lockdown in England, because I followed Government guidance and left my rented accommodation **(property name/ street address)** on **(date)** and will not be allowed to return until at least February 15th.

This has been an incredibly difficult time for students, myself included, especially now we are all approaching a year since the beginning of the pandemic and the first national lockdown began. The effect that this has had on students is huge, and the changing circumstances has put many students in financial hardship that was never expected.

The maintenance loan that I receive **(doesn't cover/ only just covers)** my rent, however like many other students, I rely on income from part-time employment to help meet my outgoings, including accommodation costs. Despite my best efforts, there is currently no other employment in my area and the impact of the pandemic means that I **(lost my previous job/ cannot legally travel to my workplace as it is not essential/ cannot work at my workplace as it is closed during the lockdown)** and therefore do not have the extra income which I rely on to pay my bills.

The national Government guidance states that students should stay where they were at the start of the lockdown and not travel back, which means that I cannot currently legally access my accommodation. Whilst I want to stay away to protect the people of Plymouth's health and ensure they stay safe by following national guidelines, the Government has not provided any additional support for students like me. This is not just affecting students but many people in rented accommodation are in similar situations. I'm aware that the Government has schemes for **(property owners/businesses)** which may have given you the financial flexibility to support me.

I appreciate that you may also be experiencing financial hardship, loss or other stressors relating to the pandemic, but equally during a normal year, landlords in Plymouth profit significantly from the thousands of students renting accommodation in the city. I am writing to you today with the support of Plymouth College of Art and the Plymouth College of Art Students' Union, to ask if you would be willing to reduce or waive any rent, or remove the cost of my utilities from my bill, because I am currently not in the property.

I look forward to hearing from you,

(Best wishes/ Yours sincerely/ With thanks)

(Your Name)

(Your Term-Time Address)