Dear [please insert the name of your private third-party provider/landlord/letting agent],

I hope you are keeping well during these unprecedented circumstances.

As you will be aware, COVID-19 has affected many people around the UK, the student community in particular, in relation to payment for our rented accommodation. Many of us are in the same situation and we now collectively face great uncertainty, as well as financial strain, whether we decide to return home or remain in our current accommodation.

A [letter](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.leicesterunion.com%2Fasset%2FNews%2F6013%2FAgencies-letter-Amended.pdf&data=02%7C01%7Cadvice%40leicester.ac.uk%7C92f6dd8f34ac403a3c4d08d7e5ef5060%7Caebecd6a31d44b0195ce8274afe853d9%7C0%7C1%7C637230688324841880&sdata=gEI9a1YCIdlL4c%2BNucR9t1ZpS9%2BT873nhVUijS0w3RE%3D&reserved=0), co-signed by the Students’ Union Executive team and University Senior Management, has been sent to all private accommodation providers, urging them to release students from their contracts at the earliest opportunity, where this is something the student wishes to do.

[Please insert more details about your situation and how COVID-19 is impacting upon your financial and personal circumstances - make it as personal as you feel comfortable with, while ensuring it is a succinct account of your circumstances. Some options to consider:

* you have stepped forward to assist the NHS
* your income has been eradicated or greatly reduced due to loss of job, sickness
* you have caring responsibilities, which have seen you move home, thus impacting on your ability to undertake your former job
* you are an international student who has had to return home due to Government’s advice in your home country
* you may need to extend your stay if you are an international student who is unable to leave due to travel restrictions and for students who do not wish to return home to avoid placing a vulnerable member of their household at increased risk] \* [delete as appropriate] Please note, you should be prepared to provide evidence of your situation.

An increasing number of students are unable to top up their income with part time jobs because of the widespread business closures. [Therefore, while I will be receiving the final student loan payment, I no longer have a job to top up my maintenance loan and as it stands, maintenance income is not in line with the rising cost of living. – delete as appropriate] In addition, full-time university students will usually not be entitled to housing benefit or help with housing costs through Universal credit.

For these reasons, I am kindly requesting [a no-penalty release from my tenancy contract / a refund for the rent and deposit I have paid for the upcoming period [include to/from dates] / a suspension of all payments until the situation improves (a rent holiday) / a reduction in rent / a new payment plan that takes into account my altered circumstances / an extension of my tenancy at no extra cost / the option of relocating to a more isolated location, free of charge - delete as appropriate], since I am at increased risk due a pre-existing health condition / unable to work / assisting the NHS / need to extend my stay / etc. You undoubtedly play a critical role in the area’s residential ecosystem and I hope you will support me in showing flexibility regarding my residential contract.

I sincerely hope that the stability we once knew will return as soon as possible.  However, we must do our best to navigate this new reality together. At the moment it is still possible to avert a crisis for student renters across the city, as long as swift action is taken. Student anxiety is at an all-time high. We need to be pragmatic and continue to support each other as best we can. I hope you can consider this and work with us to seek an immediate resolution.

Please do let me know if you prefer to communicate on this matter in another manner, keeping in mind social distancing. I would be grateful for your prompt reply on these points

All the best,

[Your name/s]