<Insert Date>

Dear <insert name>,

**KEEPING YOUR COMMUNITY HEALTHY AND SAFE THROUGH TENNIS DURING THE**

**COVID-19 PANDEMIC**

Tennis is a unique sport with many benefits - the main one being health and wellbeing. The health of the tennis community is our primary concern during this uncertain time and the recommendations that the governing bodies have provided since restrictions were put in place have been consistent with this objective.

As a lessee of council, our club has been impacted by the restrictions that have been placed on us. These restrictions have in turn affected our revenue, which is derived from a combination of membership, court hire, events (including tournaments) and programming. An objective of our club is to provide affordable access to healthy activity for all members of the community, but the delivery of this service comes at a significant cost that includes rent, rates, utilities and maintenance.

Every effort will be made to continue with a maintenance program during this COVID-19 period, but we humbly request that relief is provided for rent, rates and utilities over this period. Based on the impact to date and the expected duration of restrictions (and the ensuing rebuild after restrictions are lifted), this relief would ideally be provided from March 12th 2020 and last until at least the end of the 2020 calendar year.

Any consideration of this relief would be appreciated as we continue to plan the ongoing engagement of the community in a great sport that provides such significant community benefit.

Please don’t hesitate to contact me to discuss further.

Kind Regards,

<Insert Name>

<Insert Position>

<Insert Club Name>