# Draft letter to landlord

[date]

Dear [insert]

Premises: [insert]

Tenant: [insert]

Thank you for your support throughout what has been and continues to be extraordinarily difficult trading conditions as a result of the COVID pandemic.

I am hopeful that with summer approaching and with an opening up of trade when COVID lockdown restrictions ease, that there will be a stimulation of commercial and retail activity within Sandringham Village.

I need to prepare for this hoped for eventuality.

As part of this, the Sandringham Traders Association has written to traders and is encouraging traders and staff to give consideration to parking outside the Village to enable visitors to access as much available parking within the Village as possible. They have raised that it would assist traders if they were able to utilise beach parking permits that are currently issued to freehold owners within the Bayside Council (two per property). The Sandringham Traders Association have pointed out that most commercial leases will provide for the tenant to pay the Council Rates for the property and that it is not unreasonable for the landlord to provide these permits to the tenant, when after all, they are issued by Bayside Council as part of payment of the property rates.

The provision of the beach parking permits would be of great benefit to me and I would absolutely take up the opportunity of parking outside of the Village within the beach parking permit areas. Would it be possible for you to provide these permits to me for me and a staff member to use during business hours? If you have misplaced the permits you are able to apply for replacement permits here: <https://www.bayside.vic.gov.au/request-replacement-beach-parking-permit>.

Thank you for your ongoing assistance and consideration.

Regards,