

Draft Template Letter Regarding Business Rate Relief And Grant Application

This draft template has been produced based on information released by the government as at 02 April 2020. Given the current situation you will need to check the template is up-to-date and fit for purpose when issued.

Dear Sir/Madam

Re: [INSERT BUSINESS NAME HERE]

ref [INSERT BUSINESS RATES REFERENCE NUMBER HERE]

We are a small business in retail sector with a rateable value of £[INSERT]. In line with the recent government guidance following the COVID-19 pandemic: -

- (a) we are writing to apply for a [DELETE AS APPROPRIATE] £10,000/£25,000 grant under the [DELETE AS APPROPRIATE] Small Business Grant Fund/Retail, Hospitality and Leisure Grant, and
- (b) as a matter of courtesy to inform you that we will be obliged forthwith also to take advantage of the Government's 12 month Business Rates Holiday for small businesses under the Expanded Retail Discount Scheme 2020/21.

Given our need to pay wages to our employees and the impact the coronavirus pandemic has already had on our trading figures, we would be grateful for guidance on how to apply for the grant as soon as possible. We employ up to [INSERT] members of the local community and would like to do our level best to support them through this economic and health crisis.

With kind regards