[Date]

XXXXX Council  
XXXXXXXXXX

XXXXXXXXXXX

Re: [insert specific Property Addresses]

The General Manager XXXX Council,

We write to seek your support in these unprecedented times.

The effects of COVID-19 have required Scouts NSW, a community based, not for profit organisation, to take immediate action to reduce our financial costs.   
  
This follows a severe decline in our revenue as a result of the cancellation of events (due to social distancing and travel restrictions), a subsequent fall in membership (and therefore revenue), and, consequent to the required closure of all Scout halls, a serious decline in our ability to generate supportive earnings from our Scout location(s).

It has been necessary to either stand down or reduce the hours of all our dedicated, passionate staff, and operational budgets have been cut by fifty percent.

In these extraordinary circumstances, Scouts NSW is looking to avail itself of all relief measures offered by Federal, State, and local Governments. In this context we would like to ask that you, our Local Council, please assist by deferring, crediting or offsetting any required payment of rent or rates or similar cost obligations for the local Scout Groups at the above addresses for a period of XXXX months, or as agreed in discussion with you.

This request is intended to apply to both freehold and non freehold properties in their respective contexts and where the mentioned charges are in fact applied.  
  
We are also writing to other service providers to seek similar financial relief, assistance and support to ensure the viability of the Scouting program to the youth of all areas across New South Wales .

For your information it is noted that this request is made with the full support of the Chief Commissioner, Chief Executive Officer and Board of Scouts Australia NSW, on whose letterhead this letter is written.

We would appreciate your urgent attention to our request. Should you require any further information either in a general sense or in relation to the local Scout Group(s), please contact the undersigned or our Regional Office on Ph: XXXXXXXXXX, or by email at [insert EMAIL ADDRESS].

Yours sincerely

XXXXXXXXX

Region Office

Region to add the names of affected Groups