Dear insert provider name,

I hope this email finds you well.

Last year, the National Union of Students launched their #StudentsDeserveBetter campaign, lobbying providers to secure accommodation, academic and welfare support for students. This remains a core issue for us as your tenant, as many of us remain legally unable to occupy rooms that we are contractually obliged to pay for.

We are writing to you in the hope that you will understand the difficulties we are having to face as a result of staying in our contracts, in addition to the wider impact of the pandemic. We are asking that you deliver a refund for the period that we are unable to return to campus. This end date remains unknown so we would appreciate your flexibility. In addition, we ask that you consider releasing us from our contracts without penalty if we wish, allowing us to not incur any additional costs if we decide to continue our studies at home. We understand that this would require us to remove our belongings from our accommodation and we would be willing to do so.   
  
We understand the potential financial losses as a result of this state of emergency, however we also believe in the importance of taking a stance of compassion and kindness. We also understand that many providers have started the financial year on a loss as a result of providing much needed refunds in the last academic year. However, once more we are imploring that you release your tenants.

The ongoing impact of the pandemic cannot be underestimated. We as students remain in an intense period of uncertainty. Whilst the government have announced a staggered return of students to campus, with the possibility of returning after the Easter break, this remains simply a possibility. Many of us are unsure if we will ever return to campus for the rest of our studies this year, and the least we deserve is reassurance that we can receive a rebate for our unoccupied accommodation.

We appreciate that these circumstances are difficult for all involved, but we urge you to do the right thing and support us as your tenants.

I look forward to hearing from you soon.

Yours sincerely,

Insert your name/place of residency