**Sample wording for cancelling a tenancy in Purpose Built Student Accommodation, if you have not started living in the accommodation yet.**

**Customise the *italic* sections to your own situation.**

Dear Sir/Madam,

*Insert your tenancy address here*

I hereby give 28 days’ notice to cancel my accommodation contract with you, in accordance with Schedule 1 of the Coronavirus (Scotland) (No2) Act 2020.

The reason I am providing this notice is because, as a result of coronavirus *(insert reason related to coronavirus - for example: your course has been moved online and/or you are unable to travel to Glasgow and/or you are no longer taking up your University place).*

My contract will come to an end on (*insert date 28 days from when you send the email*).

*[Insert any additional information, for example, if you are expecting a refund of any pre-paid rent or deposit].*

I would be grateful if you would confirm receipt of this email.

Yours faithfully

*Your name*