

[DATE]

[LESSOR NAME]  
[LESSOR ADDRESS]  
[CITY, STATE, ZIP CODE]

RE: [LEASE NUMBER] Cancellation of Routine Disinfection Services under GSA  
Lease Number [LEASE NUMBER] at [BUILDING NAME], [BUILDING ADDRESS]

This is to notify you that the Government is invoking its rights under subparagraph L of Lease Paragraph 1.03, RENT AND OTHER CONSIDERATION, and sub-paragraph N of Lease Paragraph 6.07, JANITORIAL SERVICES, to cancel routine cleaning and disinfecting requirements for the Premises. Effective October 1, 2021, you are no longer required to perform these services and the Government will be reducing your rent by [\$RATE] per rentable square foot.

Attached for your records is an Administrative Lease Amendment to the Lease Contract noted above. This Lease Amendment is intended to serve as an administrative record of this notice; your signature on the Lease Amendment is not required.

Also attached is a revised Commission Agreement for your signature. Please sign and return the Commission Agreement at your earliest convenience.

Please note that, notwithstanding this notice, it is still expected that you will follow the guidance for daily cleaning of high-touch surfaces, as outlined under our email sent to you over the period of July 13 - July 14, 2021.

In closing, GSA would like to express its appreciation for all of your cooperation in supporting the GSA response to the COVID-19 pandemic.

If you have any questions regarding this matter, please contact me at [LCO EMAIL], [LCO PHONE] to discuss.

Sincerely,

[LCO NAME]  
Lease Contracting Officer  
GSA PBS

Attachment