4/1/2020

Recipient Name

Address | City, ST Zip Code

To Whom It May Concern:

I have been a tenant of yours for \_\_\_\_\_\_\_\_\_\_\_. I have always paid my rent and bills on time; however, the global pandemic of COVID-19 has negatively impacted my business and ability to earn an income. I have had to reduce operations including laying off or cutting hours of employees. Emergency proclamations that close non-essential businesses along with shelter in place or safer at home order prohibit the gathering of more than 10 people making it impossible for my business to function at its normal capacity. Further, all experts suggest keeping a distance of 6 feet from non-family members and for my and my customers’ safety, I must follow those CDC guidelines.

President Trump has issued a moratorium on evictions for renters through Housing and Urban Development. Most courthouses are closed for at least the next month and other government leaders are encouraging a pause on evictions. Due to the unique and unforeseen circumstances outside of my control, I ask that you be lenient with the payment of rent during this pandemic and waive any late fees with the promise that you will be paid in full as soon as possible when I am able to resume my business to normal operations.

Sincerely,

Your tenant