**Date:** [MM/DD/YYYY]

**Re:** [Tenant Company] Lease for [Unit/Location Address}

**To:** Landlord Company

We are in the midst of unprecedented change affecting our nation’s health and economy, and I realize it has affected all of us – landlords, tenants, and real estate service industries are being impacted.  I’m sure you’re faced with similar challenges – we’re in this together.

I wanted to send this letter as we are committed to weathering the COVID-19 storm and staying as strong as possible. As you know, the <enter name of agency that recommended/required closure> <required/strongly suggested> that all non-essential businesses cease operation during this crisis.  Enviro-Master Services, thankfully, is deemed as essential business, so we do remain open. However, many of our regular, weekly customers are now closed for business. This is greatly affecting our revenue during this time.

This letter is to advise you that we are also working with our [commercial lender on adjusting loan terms], [our insurance broker for business interruption insurance], [our suppliers for payment extensions], and [adjustments to staffing levels].  These are challenging times and we’re committed to succeeding, but we’ll need your help.

Our next rent payment is due [mm/dd/yy] which will be a challenge. Accordingly, [we are/will soon be] seeking your immediate assistance with rent relief for X months, with a reduction of Y for each month, and/or which you can recover through a lease term extension of Z.  We would like to propose this as [Rent Abatement of $], [Rent Reduction of $], [Rent Deferral of $] and look forward to your response in the next [X] business days, so we may create a brief LOI/Addendum for signature.

We intend to reopen our store location on the first possible date that it is allowed and prudent.  We appreciate your support and timely response as we’re committed to working with you. Thank you.

Kind regards,

<Name>

<Name of LLC/Corporation if applicable>

<Street Address>

<City, State/Province> <Zip/Postal Code>