

[Place on your company letterhead]

[date]

[Landlord's company name]

Attn: [Landlord's full name]

[Landlord's address]

RE: Address and Unit #: \_\_\_\_\_

Dear Mr. /Ms. [Landlord's / Property Manager's name],

I hope you and your family are healthy and well during these uncertain times.

As a landlord, I would imagine the outbreak of the virus and closure of many nonessential businesses have caused some anxiety that tenants may no longer be committed to their lease terms. I thought it prudent to proactively write you in the hopes of providing some reassurance that I am as committed to the growth of my company and the opportunities it has allowed for my employees / contractors as I was the day I started this business. I am as committed to that growth within my retail space as I was [insert number] months / years ago when I first signed the lease. I appreciate the relationship we have built and hope to continue it, even beyond the lease term.

The only favor I ask is that you accommodate me through these difficult / uncertain times. My small business specializes in face-to-face sales. As you can imagine, this virus has disproportionately affected my company / industry. For the health / safety of my employees / contractors and the public, I have implemented proactive measures to help minimize contact / exposure. While I know it's the right thing to do, it has come at a huge cost to me / my company.

I could take the path of least resistance (as many other companies have / are): dissolve my company, terminate my employees / contract with contractors and allow them to seek unemployment benefits (if available). However, I truly believe in the long-term potential of my company and want to minimize losses (to you, to my employees / contractors and to my clients). I also see this as an opportunity to build an even more solid foundation for my future growth; I'm confident that this is only a temporary setback.

My ask is that you consider [insert your proposal – e.g. a partial rent abatement in the amount of \$x for the following months; or a full rent abatement for these months, etc. – if you're not personally liable for the lease, you can be a little more aggressive]. In return, I'm happy to push out my expiration date to account for this accommodation. That would allow me to focus my limited funds on survival in the short term, so I can focus on growth again once we're fully operational; I hope that this would also minimize any losses on your end.

Please give me a call so we can discuss further. I can be reached at [insert number]. I look forward to hearing from you and thank you again for your understanding and continued partnership.

Best