March 29, 2020

COMMERCIAL LANDLORD KEY CONTACT NAME

COMMERCIAL LANDLORD COMPANY NAME

COMMERCIAL LANDLORD COMPANY ADDRESS

CITY, STATE ZIP CODE

Dear COMMERCIAL LANDLORD KEY CONTACT NAME:

The health and safety of employees, customers and families continue to be top priorities for the team at COMPANY NAME, and I hope this communication finds you, your team and your family safe and doing well.

Our state has taken measures to limit the spread of COVID-19, and our communities have followed the guidance of the CDC to stay home when possible, and to avoid any unnecessary ventures out, allowing social distancing to help stop the spread of the virus. The current order in place for the area covering our store requires that we close, and remain closed, as a non-essential business. As such, the impact of this pandemic is being felt with great impact on our business, as well as other retailers and small businesses in our community. Prior to the outbreak of COVID-19 and the measures taken to curb the spread, we were a healthy business and were operating normally. The direct impact on our business, while warranted and necessary to do our part in curbing the spread of this deadly virus, has created great concern that our resulting economic circumstances will render it impossible to make normal payments to property owners and business partners. We operate based on daily cashflow from sales, and with this cashflow suddenly and unexpectedly lost, we, and many other small businesses, cannot last weeks without said cashflow. The prolonged impact on our business, and businesses like ours, could not only put countless Americans out of work; it would also greatly endanger the overall health of the local and U.S. economy for the long term.

Maintaining liquidity is the number one priority for our business, and for many others. Congress has enacted a measure that will provide pathways to access capital for us, and for others. However, this necessary financial relief will still take weeks to flow into our economy. Given the unprecedented disruption to retail caused by the current circumstances, we are in need of rent abatement in order to remain solvent, viable, and a solid partner and long-term tenant once this crisis ends.

Please let this serve as notice and a formal request for rent abatement on our retail lease due to the detrimental economic impact of the current COVID-19 pandemic. The pandemic has caused us not to be able to open our retail operation for business, and our sales have suffered $x to $x month over month and $x to $x year over year from the month of March 2019. Further, we’ve seen in-store foot traffic decrease by XX% over the trends established in the months prior. As such, rent abatement for the months of April and May 2020 are much needed, and we believe an appropriate request in this trying time for our community.

We believe granting the requested abatement, combined with important actions by the Federal Reserve and the Treasury Department to provide liquidity and credit to our business and those like us will be instrumental in preserving our business, jobs and our continued contribution to the community we both serve.

Additionally, we are fully prepared to add to the term of our lease and additional two months to correspond to the two months of rent abatement, upon approval.

This is a crisis unlike any we have seen in our lifetime, and we appreciate your consideration of this request as we strive to keep our employees and customers safe and healthy. Should you have any questions or require additional information, please contact me via email (INSERT YOUR EMAIL ADDRESS) or phone (INSERT PHONE NUMBER).

Sincerely,

YOUR NAME

YOUR TITLE

COMPANY NAME