Month XX, 2020

[Landlord Contact]

[Contact Title]

[Company Name]

[Address]

**RE: Request for Short-Term Rent Relief Due to the Impact of COVID-19**

Dear [XXX],

As [Company/Organization name] assesses the impact of the COVID-19 pandemic on our business, we see there is a clear and immediate need to manage our controllable costs.

We are writing to you in hopes of securing short-term rent relief in the form of a [XX%] reduction for [insert address], effective [Month XX, 2020] for a period of 3 months. This relief is necessary to insulate our operations, serve our clients, and provide for our people.

[Company/Organization Name] is a leading [brief business description here].

Despite our expertise and covenant strength, we are not immune to the unprecedented disruption posed by COVID-19. Like many in our industry and around the world, [Company/Organization Name] has experienced an [X%] reduction in business, resulting in significantly reduced cashflow. We are taking every action to minimize exposure to the virus while also offsetting the financial impact to our business. Currently, [many of our employees are now working remotely/our production operations on hold].

Thank you for considering our request during this difficult time. We appreciate your continued support as our landlord and look forward to returning to our space – and normal billing practices – as soon as it is safe to do so.

Sincerely,

**[Insert Your Name]**