



NETWORK OF INDEPENDENT OPTOMETRISTS

.....
5858 Westheimer, Suite 710 • Houston, Texas 77057 • 713.953.7600

<DATE>

<Landlord Name>
<Landlord Address>
<City, State, ZIP>

Dear <Insert Landlord Name>

I am submitting a request for April and May rent relief. I own and operate the Texas State Optical in the <insert location> and my business has been severely impacted due to the COVID-19 situation.

We have not been able to see patients for over a week now and our revenues have decreased to almost zero. Currently our rent is <Insert Amount> a month which includes the operating expenses.

I am asking that you forgive this amount for the next two months and in exchange I would be willing to extend our lease for an additional two months should you so desire.

Thank you very much for your consideration and I look forward to hearing back from you soon. My cell phone is <insert your cell no.> if you'd like to also call me.

Best Regards,

<Insert Dr. Signature>

<Insert Dr. Name>