**LETTER TEMPLATE**

**BUSINESS RENT PANDEMIC HARDSHIP LETTER**

**[Name]**

**[Address]**

**[Phone #]**

**[Date]**

Dear **[landlord]**:

After **[number]** years of on-time payments, I regret that I won’t be able to pay my rent on time this month. The pandemic has hit the **[industry]** industry hard, and my revenue is down **[percent]**. I already had to **[lay off staff/take out a loan/etc.]**.

I have enjoyed doing business here, and have detailed plans for a full reopen once a Covid vaccine is widely available and state and local restrictions ease. I would greatly appreciate any patience and flexibility you can offer. I know that some landlords are **[compassionate action]**. Might that be an option here?

Thank you for your consideration. I hope that you and your family are healthy and well.

Sincerely,

**[Sender Name]**