**LETTER TEMPLATE**

**RENTAL HARDSHIP LETTER**

**[Name]**

**[Address]**

**[Phone #]**

**[Date]**

Dear **[landlord]**:

I won’t be able to pay my rent on time this month, if at all. I’ve lost my job due to the coronavirus pandemic. I was working at **[company]** as a **[position]** and was **[furloughed/laid off]**.

As you know, **[evictions have been halted by the city for 90 days/etc.]**. Regardless, I will pay as soon as I’m able. I am **[applying for unemployment/looking for a new job]** and will keep you posted.

Thank you for your understanding during this unprecedented time.

Sincerely,

**[Sender Name]**