



# Landlord Letter Templates

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April\_\_\_\_, 2020

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## Name and Address of Landlord

Account No:\_\_\_\_\_

Ladies and Gentlemen:

As you are aware, we are in a national emergency as a result of COVID-19. In accordance with the guidance of federal and state authorities we have closed the doors to our studio. We do not know when the emergency will be lifted and when we can re-open for business. We also understand that this situation is difficult for you as well.

We have been working hard to manage all of our obligations to our service providers, our creditors and to our community.

However, we do not have the funds to make our monthly rental payment to you in the amount of \$\_\_\_\_\_.

We are asking you to accept the amount of \$\_\_\_\_\_ as a reduced payment on our lease. Considering the circumstances, we would appreciate it if you would not add interest or other charges to our account as a result of our late payment.

When the emergency resolves and we are able to re-open our business, we will be happy to work with you to prepare a plan to catch-up on the rental payments that we have missed. Please let us know if this arrangement will be acceptable to you.

Regards,

Yoga Studio

For further discussion please contact Senders Position/Senders Name

**1-800-000-0000 | email@company.com**

Mon-Thu 10:00am-6pm, ED | Friday 10:00am-5:00pm