

Sample Letter to Landlord to request rent relief or payment plan:

Date:

Dear Mr. or Ms. _____, landlord at <address here>:

I truly apologize for being behind in paying rent. Before the enforced COVID19 business closure, you will note that our business has <always paid rent on time>.

The mandatory shutdown of all non-essential businesses has led to current financial hardship for my business. <time away from work/not being able to open my shop> has significantly reduced my income, making it difficult for me to pay rent at this time.

I would like to remedy the situation. Please can we discuss options to institute a future installment payment plan to pay your rent? Or, would you consider allowing me to skip a month entirely during this challenging business situation?

I am proactively seeking a solution and I sincerely want to work with you on this. Thank you in advance for understanding my situation. I look forward to hearing from you and can be reached directly at <cell phone number here>.

Sincerely,
