[DATE], 2020

|  |  |
| --- | --- |
| [TENANT NAME][TENANT ADDRESS] |  |

|  |  |  |
| --- | --- | --- |
|  | Re: | Rent for [Address and/or Unit No.] |

Dear [TENANT NAMES]:

Thank you for contacting us to discuss a temporary reduction in rent due to the impact the current COVID-19 emergency has had on your business. We have reviewed your request for a temporary rent reduction and the information you provided to support your request. It does appear, based on our review, that you may have difficulty meeting your full rent obligations as a result of the current COVID-19 emergency.

[IF AGREEING TO DEFER COLLECTION OF ALL OR A POTION OF RENT, USE THE FOLLOWING:]

[We are mindful of the hardships this emergency is placing on all members of our community, and we want to do what we can to make this time easier for everyone. Unfortunately, because we believe the rent you pay is already below market, we are not able to agree to reduce the rent. However, we value you as a tenant, and although we have no obligation to do so, in the spirit of the emergency orders and declarations of local, state and federal governmental officials, we can agree to defer collection of a portion of the rent due during the current COVID-19 emergency.]

 [The monthly rent due under your lease is currently $\_\_\_ per month [and it is scheduled to increase to $\_\_\_\_\_\_\_\_ effective \_\_\_\_\_\_\_\_\_\_\_\_][IF AN INCREASE IS SCHEDULED BEFORE THE END OF THE YEAR – IF NOT, DELETE THE INCREASE SECTION]. You have indicated that you can pay $\_\_\_\_\_\_\_\_\_ per month as a result of the impact to you from the COVID-19 emergency. We are willing to collect that amount now, and defer the balance due until after the COVID-19 emergency is over. Once the emergency has ended, you will have six months to bring any past-due amounts current.]

[OR, IF AGREEING TO ABATE RENT, USE THE FOLLOWING:]

[We are mindful of the hardships this emergency is placing on all members of our community, and we want to do what we can to make this time easier for everyone. Unfortunately, because we believe the rent you pay is already below market, we are not able to agree to reduce the rent. However, we value you as a tenant, and although we have no obligation to do so, in the spirit of the emergency orders and declarations of local, state and federal governmental officials, we can agree to rent abatement for a period of time during the current COVID-19 emergency.]

 [The monthly rent due under your lease is currently $\_\_\_ per month [and it is scheduled to increase to $\_\_\_\_\_\_\_\_ effective \_\_\_\_\_\_\_\_\_\_\_\_][IF AN INCREASE IS SCHEDULED BEFORE THE END OF THE YEAR – IF NOT, DELETE THE INCREASE SECTION]. In light of the term of your tenancy and your excellent payment history to this point, we have agreed to provide you with \_\_\_\_ months of rent abatement. The abatement period will begin on \_\_\_MONTH\_\_\_\_ 1, 2020 and end on \_\_\_\_MONTH\_\_\_ 30 or 31, 2020 or on the last day of the month following a declaration that the COVID-19 emergency is over, whichever is earlier.]

 We hope you, your family and your employees stay safe and healthy during this unprecedented time. We appreciate your tenancy and look forward to working with you so that we can all get through this crisis and move forward towards a brighter future.

Sincerely,