[DATE], 2020

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| [TENANT NAME]  [TENANT ADDRESS] |  |

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|  | 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 does not sufficiently support your request.

Please keep in mind that we are not obligated to reduce rent. However, if you can demonstrate that you are having difficulty meeting your full rent obligations as a result of the current COVID-19 emergency, we may be able to agree to defer collection of a portion of the rent for your premises until after the COVID-19 emergency has ended.

In order for us to properly consider your request, you will need to establish that the reason rent cannot be paid is due to a circumstance related to the current COVID-19 pandemic. Such circumstances would include, for example, the forced closure of your business by an emergency order or declaration, a significant loss of income due to a COVID-19 related business closure by your clients or customers, other significant loss of income due to COVID-19, in the case of sole-proprietors health care expenses related to being ill with COVID-19 or caring for a member of your household who is ill with COVID-19, or similar COVID-19 related impacts.

If you believe we have denied your request in error, please let us know and point us to the information that establishes the impact the COVID-19 crisis is having on your ability to pay rent so that we can reconsider your request.

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,