Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am a tenant at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am writing to inform you that I am unable to pay my rent this month because of the financial impacts of the COVID-19 virus.

[Explain how you have lost wages, been sick, have had to care for a relative, or had new medical bills due to COVID-19.]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I will try to provide you documentation in the next few days to verify my loss of income and/or increased expenses. I will try to make my rent payments and get current as soon as I can. I ask that you work with me during this difficult time. Thank you for your understanding and cooperation.

Sincerely,

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAMPLE LETTER FOR EMPLOYER TO SIGN**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has worked for me for the past \_\_\_\_\_\_\_\_\_\_ (months/years).  We have had to reduce \_\_\_\_\_\_\_\_\_\_\_\_\_’s hours from \_\_\_\_ per week to \_\_\_\_\_\_\_\_ per week because of the impacts of the COVID-19 virus.  This has substantially reduced the amount of income they have been able to earn.

Sincerely

Name of Employer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_