
(Date)

(Address of Premises)

Dear _____:
(Tenant(s))

We received your notice that you are affected financially by the COVID-19 pandemic and are unable to pay your monthly rent at this time. Please provide verifiable documentation of the financial impact you are facing because of COVID-19 to us by email or mail at the addresses below. The documentation may include pay stubs, bank/financial statements, business records, letters from your employer, notices of layoff or furlough, physician's letters, etc.

Please understand that the total sum of rent due in accordance with the terms of your Rental Agreement/Lease is still owed and is not waived. However, we will work with you in good faith so that you can come current on the rent. If you are capable of making partial payments, you are required to pay what you can, and we encourage you to do so.

Again, we are willing to work with you to get through this difficult time. Please contact us with any questions.

Thank you,

Landlord/Landlord's Agent

(Email Address to Send Documentation)

(Address to Mail Documentation)

Simone & Associates
Landlord's Legal Center