Greetings Landlord,

We are requesting rent assistance for the next 3-6 months while being shut down from COVID-19. We recognize that the impacts of COVID-19 are widespread and affect the entire community so we empathize with your concerns for your business. We have also been impacted by the government orders and mandated property closures in many cities. We appreciate your support in this challenging period.

As such, we are providing you with the following for you to evaluate our situation and respond immediately.

* Dates we were impacted by the closure of our business:
* Copy of our current P and L proving income reduction:
* 90-day historical sales/revenues
* Actions taken to date to reduce overhead and operating expenses
* We are waiting for instructions from our bank who is handling our SBA application for Cares Act section 7a.

**In fairness to us please consider our request. We have been excellent tenants and fully intend to return to business.**

Kind regards,

(Owner Name)