[Tenant’s Name

And

Mailing Address,

Email address, if known and used]

[Landlords’ Name

And

Mailing Address,

Email address, if known and used]

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

RE: Letter of Hardship & Request for Options for Rent Payment

Dear [landlord’s name]:

As you know, due to unprecedented Coronavirus crisis, my business [or employment] has been directly affected and suffered. For now, with all due respect, I am under extreme hardship despite diligent effort to make money to pay the rent. I am still saving money to pay the rent but it is also a good time for us to make something work for forthcoming months until we overcome the Coronavirus pandemic situation and regain the economy as “Before Coronavirus Pandemic”.

To prepare the worst, I have applied for [explain the status of any emergency loan you applied] via my accountant or lawyer [provide the contact information] when such program immediately became available [or I am applying for \_\_\_\_\_\_\_\_]. Once I hear from the lender about the application, I can share that information with you to fulfill my rent obligation. My books and other financial statement and any information can be discussed and examined with you through my accountant or lawyer and please feel free to contact [him/her].

In the meantime, I would like to know what options you can offer for me in case of insufficient funds to cover all bills which are due in a month or so. Can you please let me know via email or letter about any option – i.e. rental deferment plan so that I can precisely discuss with my accountant or lawyer? Or I can propose a repayment plan. The sole purpose of this letter is to work together for our long-term mutual benefit.

I hope this letter of hardship and request for options for rent payment find you in timely manner so that it helps you plan as well.

Sincerely,

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

[Name of tenant]