ENTITY NAME （公司名字）

Address （公司地址）

Houston TX 77036

LANDLORD NAME （房东名字）

Landlord street address （房东地址）

City State ZIP

**RE: REQUEST FOR RENT ASSISTANCE DUE TO HARDSHIP CAUSED BY CoViD-19 PANDEMIC FOR THE BUSINESS KNOWN AS (insert name of store here), (insert address here)**

April 1, 2020

We are writing during this unprecedented time, because due to the CoViD-19 (Coronavirus) pandemic, an increasing number of factors and events beyond our control are blocking and disrupting the normal operations of our business. Most notably, governmental actions requiring full or partial closure of our business, along with disruptions in our labor force and supply chain, and orders to “shelter in place” have negatively impacted our ability to operate the business and maintain a revenue stream. While the circumstances are evolving rapidly, we expect that these restrictions will remain in place until at late April/early May 2020 after which we anticipate a gradual return to normality.

While this is financially devastating, we are looking for ways to reduce costs during this difficult time so that we can resume “normal” operations as soon as permitted and deemed to be safe. We are therefore asking for **a substantial rent reduction or suspension** for the months of April, May, and June 2020. We would kindly request that such reduction or suspension of rent would not be considered a default of the provisions of the lease.

We are fully confident that once these circumstances pass, we will quickly return to more sound fiscal condition and be able to continue to meet the terms of our lease obligations. Thank you in advance for your consideration. Please contact me at (insert phone or email) to further discuss.

Sincerely,