\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020

RE: COVID-19 Virus and [***Tenant Name***]

Dear Landlord,

We are writing to provide an update regarding what [***Tenant*]** (“\_\_\_\_\_”) is doing in response to the COVID-19 crisis and related developments.

As you know, various businesses across all segments, categories, and geographies are changing operations and reacting in real time to the evolving situation. We believe the impact to our and many other businesses across the U.S. is likely going to be significant.

We are doing everything within our control to keep our customers and employees safe. Per government order, some businesses in many parts of the country are closed or limited in operations.

We expect the impact to our business to be [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] for at least the next [\_\_\_] days. We are taking immediate steps including:

* Conserving cash in order to meet payroll and keep our businesses open;
* Immediately sending home any worker exhibiting any signs of illness or who has sustained actual or suspected exposure to COVID-19;
* Declining entry to our stores to any customers who exhibit signs of illness; and
* [Add other business or safety steps].

We are requesting a [***timeframe***] rent moratorium (and a corresponding [***timeframe***] lease extension on our existing lease so your gross proceeds over the life of the lease will remain the same). We hope you will work with us in view of the significant challenges we all are facing.

The COVID-19 situation is evolving rapidly. We appreciate your support during this challenging and uncertain time. As always, please do not hesitate to reach out to me to discuss.

Sincerely,

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

If the amendment to the lease between the parties as proposed by the Tenant herein meet with your approval, please execute this letter where indicated below, and return it to the email address identified below.

**AGREED:** Landlord Entity Name:

Authorized Signatory Printed Name:

Signature:

Street Address of Leased Location:

Date of Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020

**RETURN EMAIL ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_