Dear [Tenant]

During this trying time in our nation’s history we as a community are facing challenges that none of us has experienced in our lifetime. While we here at [Company Name] are confident that this too shall pass, we wanted to reach out to see how you are doing and also offer some solutions on how we intend to make it through this time with Covid-19.

We value you as a person and as a tenant and we want to do everything we can to help make it through this time. We understand that during this period that you may have been laid off or furloughed for an indefinite period of time and would like to take this opportunity to tell it is going to be ok and we are willing to work with you to find a solution.

We need to work on a solution to help you get through this time. While the terms of your lease will still apply we are willing to work with you on scheduling a payment plan or a temporary reduction of rent that can be paid back over time in order to provide you and your family some breathing room while we all make it through this.

If you are in need of help with your rent during this time, we would ask that as part of our willingness to help that you please respond and submit the following:

* Documentation that you have been laid off or furloughed
* An estimate of what you think you can pay per month
* A payback plan to catch up on rent once you are back to work

We look forward to getting through this together and we look forward to keeping you as a tenant long after we have made it through this trying time.

Please submit the required information listed above to:

[Entity Name]

[Entity Mailing Address]

[Business Email]

[Business Phone]

Kind Regards

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[Entity Manager], Manager of

[Entity Name]