

Business Name
Store Address
Store Phone
Email

Day and Date

Landlord Contact Name
Landlord Business Name
Landlord Business Address

RE: Rent Relief for **Company** at **Shopping Center Name – City, ST**

Dear **Landlord First Name**,

As the owners of the **Brand** store located at **Store Address**, we are concerned about the future of our **Brand** business.

In light of the impact of Executive Orders 53 and 55, and the reduced sales numbers as a result of COVID-19, we are seeking temporary rental assistance from you so that our store can continue to stay in business until circumstances improve and we can resume providing a valuable service to our community. We hope you agree that it is extremely important that our store survives this national emergency so we can continue to offer **insert business description language**.

Although we are eager to remain a tenant in this center and believe that it is still a very viable store, without an offering of a lease concession on the behalf of the ownership, our situation is bound to worsen. We would like to propose to you our options as they stand for a temporary re-negotiation of the business terms of the contract.

In an attempt to protect our relationship with your organization, we are hereby notifying you in writing of our desire to enter into an amendment to the original lease document. In order to achieve a threshold to maintain occupancy, we propose the following terms and conditions:

1. Provide free rent during the time that we are impacted by Executive Order 53 and 55; and
2. When open and operating, provide a temporary rent reduction to equate to **\$X,XXX.00** per month including full NNN charges, representing an occupancy factor which is conducive to maintaining operations. We request that the rent be maintained at the amount for eighteen (18) months, after which rent will revert to the original schedule.

Thank you for your consideration of this proposal. If these terms can be met, we feel there is still an opportunity for this location, and for there to be long-term prosperity for everyone involved. Once again, we value our relationship with you and are confident that your assistance during this national emergency will lead to a continued mutually rewarding relationship.

We look forward to your timely response and thank you for your consideration.

Kindest Regards,

Name