

Sample Letter to Landlord to request rent relief or payment plan:

Date:

Dear Mr. or Ms. _____, landlord at <<address here>>:

I truly apologize for being behind in paying rent. Before the enforced COVID-19 business closure, you will note that our business has <<always paid rent on time>>.

The mandatory shutdown of all non-essential businesses has led to current financial hardship for my business. <<The time away from work/not being able to open my shop>> has significantly reduced my income, making it difficult for me to pay rent at this time.

I would like to remedy the situation. Please can we discuss options to institute a future installment payment plan to pay your rent? Or, would you consider allowing me to skip a month entirely during this challenging business situation?

I am proactively seeking a solution and I sincerely want to work with you on this. Thank you in advance for understanding my situation. I look forward to hearing from you and can be reached directly at <<cell phone number here>>.

Sincerely,

**Sample Letter to Bank, Financial Institution, or Insurance Company to
request payment relief:**

Date:

Dear Sir or Madam,

I would like to make an urgent request regarding my <<bank loan/premium>> account, ending in xxxx. I am trying to maintain my obligation, but I am temporarily unable to make my <<loan/interest/premium>> payment due to the mandatory shutdown of non-essential businesses related to the COVID-19 pandemic.

Even though I cannot <<open my business/ generate income>>, I am keeping my confidential documents safe and doing what I can to protect my business. During this time, I have contacted local, state, and federal resources for government assistance and grants.

I am hereby asking for <<a different payment plan/your help in my recovery>>. I am committed to making lower payments and maintaining my agreement with you in good standing.

Please let me know if there is a fee for arranging these term changes.

Account details-

Current loan/premium account:

Name of account/loan holder:

Branch address and code: <<Write the bank address and any codes>>

Please contact me if you require any further information. My telephone number is xxx.

Best regards,

Sample Letter to Suppliers/Vendors/Utility Companies:

Date:

Dear _____

My business has stopped operating due to the mandatory shutdown for COVID-19. I am unable to continue receiving services/goods from your company _____.

It is with great sadness that I must <<stop your services/postpone delivery of goods/ supplies/request immediate shut down of utilities>>. Please stop providing your <<goods/supplies/services>> because my company is now closed.

I do not know when we will reopen, so I cannot continue to <<accrue debt/store goods/ shipment/ delivery/services>>.

Please let me know if I have outstanding unpaid invoices. I am committed to <<keeping my account current/not falling behind/making lower payments>> and maintaining my obligations with you in good standing.

If there are outstanding invoices to my name or business, I am proactively seeking a solution by <<requesting a payment plan/scheduling future repayment arrangements /discussing options with you over the phone>> I look forward to hearing from you and can be reached directly at <<cell phone number here>>.

I appreciate your <<services/goods/supplies>> and I wish to <<continue transacting with your company after the pandemic is over/continue doing business with you after I reopen my business>>.

Sincerely,

Your Name, Business Name/Address/Account Number