

SAMPLE LETTER (or EMAIL) TO LANDLORD:

Date: \_\_\_\_\_

Landlord's name: \_\_\_\_\_

Landlord's address: \_\_\_\_\_

Dear \_\_\_\_\_,

I \_\_\_\_\_ am a tenant at \_\_\_\_\_. Pursuant to (Insert City, State) Temporary Eviction Moratorium, this is to inform you that I am unable to pay my rent this month because of the financial impacts of the COVID-19 virus. (explain how you have lost wages, been sick, or have had to care for a relative.)

I will be providing documentation or other verifiable information confirming my current inability to pay rent in the next few days. I understand that, once Temporary Eviction Moratorium ends, I am still required to become current with my rent (insert the specific rule/timeframe for your city and state). I will endeavor to make my rents current as soon as I am able to.

Thank you for your understanding and cooperation.

Sincerely,

\_\_\_\_\_ [Signature]

\_\_\_\_\_ [Print Name]