A picture containing food

Description automatically generated **A picture containing drawing

Description automatically generated**

**GUIDANCE ON HOW TO USE THIS LEASE NOTICE LETTER TEMPLATE:**

THE SPECIFIC INFORMATION TO INSERT BASED ON YOUR LEASE IS [IN BRACKETS IN RED TEXT]. ONCE THE APPROPRIATE INFORMATION HAS BEEN INSERTED INTO THE NOTICE LETTER, THE BRACKETS AND BRACKETED TEXT SHOULD BE DELETED AND MODIFIED TO A BLACK FONT.

DELETE THIS ENTIRE TEXT BOX BEFORE PROVIDING TO LANDLORD.

<DATE>

**VIA EMAIL**

<LL Name>

<Address>

Re: Lease Dated [INSERT DATE] for property located at [INSERT PROPERTY ADDRESS]

Dear Landlord:

In light of the evolving and unprecedented situation with the coronavirus/COVID-19 pandemic, and following governmental mandated [retail / mall / bar / salon / restaurant / office] closures, [INSERT NAME OF BUSINESS] has [temporarily closed OR significantly reduced its hours] effective \_\_\_\_\_, 2020, and continuing at least until May 4, 2020, when Washington’s Stay Home, Stay Healthy order is lifted, unless further extended. We will reevaluate at that time, and while we work to re-open our business as soon as possible, the timing of getting back to business as usual is uncertain.

Given this situation, we have taken actions to minimize financial harm, keep our company liquid, protect our employees, and practice social distancing to control the spread of the virus. We believe that we are taking the right actions now to help us emerge from this crisis in a strong position.

We are looking for your partnership during this challenging time. We are asking for [rent abatement / rent reduction / rent deferral] for [INSERT PERIOD OF TIME]. Attached is a draft Lease Addendum that proposes these terms to modify our Lease in the short-term.

We look forward to working with you and trust that together we can weather this storm.

Best regards,

<CONTACT PERSON>