[Your Name]

[Current Address]

[City, State, Zip Code]

[Date]

[Landlord’s Name or Company]

[Address]

[City, State, Zip Code]

Re: Request for Rent Forgiveness

Dear [Property Manager’s Name],

I hope you're staying healthy during this coronavirus crisis. I wanted to contact you today to ask if we could discuss your openness to some rent forgiveness. I am laid off because of COVID-19 and have been trying to stay current on rent and bills while on unemployment. My financial status hasn't been stable. I know that I am behind by [amount of back rent]. I apologize. I am struggling, but want to keep up with everything and I’m doing the best I can to catch up.

I've lived here for**[# of years],** and I've always paid on time while keeping the property in good shape. I've been a respectful tenant to both staff and my neighbors. I want to continue to do so, and any relief you can provide can help me get up-to-date with my rent. If at all possible, I am asking that you forgive [amount] of my back rent. Please let me know if this would be acceptable.

I know this isn't a standard procedure. I understand that many landlords are in a difficult position as well, so I very much appreciate any flexibility you can find for me and my situation. Please let me know your thoughts at your convenience. If you wish to discuss this further, do not hesitate to reach out.

Mahalo and take care,

[Signature]

[Name]

[Phone Number]

[Email]