DATE

VIA CERTIFIED MAIL (<-if sent certified)

[NAME(S) OF TENANT(S)]

[ADDRESS]

[CITY], CA [ZIP CODE]

[NAME OF OWNER OR COMPANY]

ATTN: [ORDER NAME] (<----if applicable)

[ADDRESS OF OWNERS OR AGENCY]

[CITY], CA [ZIP CODE]

Re: Inability to pay April 2020 rent due to COVID-19 crisis

Dear [NAME OF OWNER OR MANAGER]:

I am a tenant at the above address under a lease agreement. I am writing to inform you that, as a result of the current health and economic crisis, I am unable to pay my rent this month.

I have been out of work since [DATE] due to the government's response to COVID-19, and have suffered a substantial loss of income as a result. I am retaining verifiable documentation from my employer that I can provide at the appropriate time.

As you probably know, on March 27, California Governor Gavin Newsom issued order N-37-20, which makes eviction notices inapplicable during the period the order is in effect. In addition, on March 19, the City of [CITY WHERE LIVES] Director of Emergency Services issued an executive order enacting a temporary moratorium on evictions due to non-payment of rent by residential tenants affected by the new coronavirus (COVID-19).

I understand that none of these orders release me from responsibility for unpaid rent, but I request that you waive this month's rent, if possible. If you cannot offer a waiver of rent at this time, I request that you consider a rent’s reduction or a reasonable period of time in which to pay the unpaid amounts.

Please let me know your decision. Your help and understanding are appreciated.

Sincerely,

[NAME]

[PHONE]