

Date:  
Landlord Name/Company:  
Address:

Subject: Business Lease Financial Hardship Request

Dear

I am writing to formally request financial hardship assistance for the premises leased at . Due to , our business has been significantly impacted and we are experiencing difficulty meeting our current lease obligations.

We appreciate your support and understanding during these challenging times, and we are seeking your consideration for a temporary adjustment to our lease terms. Specifically, we are requesting:

- Reduction in rent for the period of
- Deferment of rent payments until
- Waiver of late fees and penalties
- Other:

We are committed to resuming our regular payments as soon as possible and would be willing to discuss a feasible repayment plan for any outstanding amounts, if necessary.

Please let us know if you require any further information or documentation. We look forward to your favorable response and thank you for your consideration.

Sincerely,

Name:  
Position:  
Business Name:  
Contact Information: