

Dear [Landlord Name],

I'm sure this is not the first email you're receiving from a tenant that is affected by the Coronavirus. We've pivoted significantly to ensure we're doing all we can to stay financially stable.

This includes:

- Continuing with a limited schedule until we had to close down beginning yesterday
- Offering virtual classes and sessions to continue to receive income
- Offering products that can be delivered virtually

Our industry has been unfortunately hard hit already. While we have high hopes that this will allow us to remain financially solvent and continue to bring in revenue throughout this time, we're aware it will likely not be enough. We'd like to make arrangements for an abatement to our lease during the next 60 days. We are willing to extend the length of our lease by 60 days in order to make this happen. As a long term tenant, I want to be with you 10 years from now and I know the financial steps I take in the next 60 days are crucial to ensuring we have years to come. I fear without an abatement the likelihood that we and so many other commercial tenants will have to close our doors permanently.

You can reach me at 111-111-1111 or email me during our closure.

Thank you,
Tenant Name