Hardship Letter for Rental Assistance

Date:
Dear Mr. or Ms, landlord at [address]:
I am writing to explain my current financial hardship and to request rental assistance. As you know, our business was forced to close due to the COVID19 pandemic. This has led to a significant reduction in income, making it difficult for us to pay rent at this time.
I truly apologize for being behind in payments, but I hope that you can understand our situation. We are actively working to reopen our business as soon as possible, but in the meantime, we would appreciate any assistance you can provide.
Thank you for your understanding and consideration during this difficult time.
Sincerely,