**LETTER TO LANDLORD FOR WAIVER OF OFFICE RENT**

[Your name]  
[Your phone number] (optional)  
[Your email address] (optional)  
[Your Current Address]  
[City, State, Zip Code]

[Landlord’s Name Or Apartment Company’s Name]  
[Landlord’s Address]  
[City, State, Zip Code]

Re: Request to Waive the Office Rent for the month of \_\_\_\_\_

Dear [Landlord’s name/Property Manager’s name]:

We/I like my Office and have become friends with other tenants. However, it would be difficult to pay the rent for the month of \_\_\_\_\_\_\_ since it has impacted my/our business due to COVID-19.

As you our aware that that the Government has announced the lockdown due to COVID-19, We/I are also unable to use the office premises.

We/I have suffered huge loss in business and don’t even have the monies to pay salaries of the employees.

We/I have always been a responsible and trustworthy tenant. I have always paid my rent on time and kept my unit and surrounding areas clean.

We/I would be grateful to you if you could wave the rent for the month of\_\_\_\_\_\_\_\_\_\_

Finally, if you have any other ideas on how we can make this work, please let me know. You’ve always been a good landlord and We/I love my office, and ideally would like to continue renting it.

Please let me know what you think. I’m happy to continue this conversation in person.

Sincerely,  
[Your Name]