**LETTER/EMAIL FOR EXTENSION OF TIME TO PAY OFFICE RENT**

To,

Landlord address/email id

**Subject**: - Extension of Time to pay rent

Dear (name of Landlord):

My next [specify] payment will be due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_.

Due to an unexpected lockdown that has occurred due to COVID-19 and consequently huge losses to my business, I will be unable to make this payment by the [date] I am requesting an extension of [time] to make this payment.

If you review my file, I believe you will find that my payments have generally been made in a timely fashion.

Thank you very much for your consideration of this request.

Sincerely,

XYZ