

Dear _____,

As you know, we are currently experiencing an unprecedented economic shock that few, if any, business owners were able to foresee. _____, our _____, depends on revenue from our customers to pay our costs.

Due to the current restrictions placed on our business by the local authorities, we are limited on the daily amount of customers we can accept into our business each day. As a result, our profitability has greatly suffered.

As a business owner yourself, we are sure that you're experiencing similar headwinds, and hope to begin a discussion about options for delaying rent payments until we are able to increase our capacity again.

We have spoken to a few bankers who stated they are currently working with landlords to defer payments on commercial building loans, as there are countless situations like ours playing out across the country.

We appreciate that you've worked with us on unrelated matters, and it's our goal to work together to find a solution that provides the best long-term solution for all parties during these uncertain times.

Regards,