Dear [Insert Landlord’s Name],

I hope all is well during these difficult and unprecedented times. My name is [insert your name] and I am the [insert position] at [insert your business name]. We are the current tenants at your property located at [insert address]. As I am sure you can understand, we are currently facing a unique and unexpected disruption to our business that has forced us to [remain closed/drastically reduce our business flow]. Due to the difficult financial position that we are experiencing, we wanted to reach out and discuss options with you regarding our [upcoming/outstanding] rent and the remainder of our lease. We understand that as a landlord, you must also be in a difficult position as we face the challenges that the Coronavirus pandemic has brought about. We hope to work with you as a long-term partner in our business to discuss and craft a mutually beneficial plan of action. Please let us know your availability in the coming days. We are available by phone at [insert phone number] or via email at [insert email address].

Sincerely,