
[Tenant Name]

[Tenant Address]

Date: _____

Dear _____
[Landlord or Company Name]

I am writing because I have been unable to pay rent as agreed due to a hardship caused by COVID-19. The ACC Government passed a resolution encouraging landlords and tenants to work together, and I would like to try and work out a plan so I can stay in the unit and pay you back over time.

Will you please contact me so we can discuss options? I understand that I owe rent and intend to pay it to you, but I will need some additional time.

The best way to reach me is (_____) _____.
[Tenant Phone Number]

Thank you for considering this request and I look forward to hearing from you.

Yours truly,

[Signature]