

Rent Deferral Sample Letter

Your Name
Your Apartment Address with Unit Number
City, State, Zip Code

Date

Rental Company's Name or Landlord's Name
Address as Printed on Your Lease
City, State, Zip Code

Re: Request for Rent Deferral

Dear **[property manager's name]**,

I hope that you and your colleagues are staying well during the coronavirus pandemic. Unfortunately, the pandemic has resulted in financial instability for me, so I'm reaching out to request a rent deferral agreement. I wanted to let you know about my challenges as soon as possible so we can create a solution that works for both of us.

I'm a respectful tenant who has enjoyed living here for **[insert number of years]**. I've always paid my rent on time. I respect and take care of the property, and I'm a good neighbor and a productive member of this community. I want to continue to be a good tenant by upholding my financial obligation to you and your company. I'm able to pay **[amount]** by **[date]**. I'm also able to make additional payments of **[amount]** by **[date]**.

I can provide documentation that details my employment situation and sources of additional funding **[include unemployment benefits, tax relief programs, private insurance, additional sources of income and government assistance benefits, if applicable]**. I hope this information will help you better understand my current financial situation.

I know this is an unusual request, but I appreciate your willingness to work with tenants during this difficult time. If you require a meeting or additional documentation, please let me know at your convenience. I know you're busy, so I will follow up with the same information in a written letter. **[Don't forget to remove this part before you print the letter.]**

I look forward to discussing this matter with you and finding a solution that works for everyone.

Thank you,

Your Name and Signature
Your Apartment Address and Unit Number
Your Phone Number
Your Email Address