

## **Sample letter to landlord to request rent relief or payment plan**

Date:

Dear Mr. or Ms. \_\_\_\_\_, landlord at (address):

I truly apologize for being behind in paying rent. You will note that our business has always paid our rent on time.

For various reasons, I am experiencing financial hardship for my business. This has significantly reduced my income, making it difficult for me to pay rent at this time.

I would like to remedy the situation. Please can we discuss options to institute a future installment payment plan to pay your rent? Or would you consider allowing me to skip a month entirely during this challenging business situation?

I am proactively seeking a solution and I sincerely want to work with you on this. Thank you in advance for understanding my situation. I look forward to hearing from you and can be reached directly at (cell number).

Sincerely, \_\_\_\_\_

## **Sample letter to bank, financial institution, or insurance company to request payment relief**

Date:

Dear Sir or Madam,

I would like to make an urgent request regarding my bank loan/bank account, ending in xxxx. I am trying to maintain my obligation, but I am temporarily unable to make my loan/interest/premium payment.

Even though I cannot generate income, I am keeping my confidential documents safe and doing what I can to protect my business.

I am hereby asking for (a different payment plan/your help). I am committed to making lower payments and maintaining my agreement with you in good standing.

Please let me know if there is a fee for arranging these term changes.

Account details

Current loan/premium account:

Name of account/loan holder:

Branch address:

Please contact me if you require any further information. My telephone number is (cell number).

Best regards,

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## **Sample letter to suppliers/vendors/utility companies**

Date:

Dear \_\_\_\_\_

My business has stopped operating due to various economic reasons, and I am unable to continue (receiving services/goods) from (name of company).

It is with great sadness that I must stop your services/postpone delivery of (goods/supplies/request immediate shut down of utilities). Please stop providing your (goods/supplies/services) because my company is now closed.

Please let me know if I have outstanding unpaid invoices. I am committed to (keeping my account current/not falling behind/making lower payments) and maintaining my obligations with you in good standing.

If there are outstanding invoices to my name or business, I am proactively seeking a solution by (requesting a payment plan/scheduling future repayment arrangements/discussing options with you over the phone).

I look forward to hearing from you and can be reached directly at (cell number).

Sincerely,

\_\_\_\_\_

Your Name, Business Name/Address/Account Number