

Date: _____

Tenant: Name
Address Line 1
Address Line 2
Phone

Landlord: Name
Address Line 1
Address Line 2

RE: Unable to Pay Rent due to COVID-19 Pandemic

Hello {LANDLORD NAME},

I am a tenant living at insert address since enter date tenancy was established.

I {TENANT NAME} am informing you that I will be unable to pay rent in the amount of \$\$ due to a COVID-19 related impact.

{WHY? Laid off, lost hours, medical bills, etc}. I can provide further information if need be regarding information that I cannot pay rent for the month of _____.

Due to the recent COVID-19 Pandemic and the San Francisco Mayor's Moratorium on Evictions, a landlord cannot evict a tenant for an inability to pay rent due to COVID-19. Under this moratorium, I understand tenants will have up to six months for any rent owed and **LATE FEES** are to be **waived**.

Thank you kindly and please feel free to contact me via _____ in regards to this matter.

Respectfully,

{TENANT NAME}