**Sample Response to Request for Lease Modification / Rent Deferment:**

Date

Name

Title

Company

Address

City, State Zip

RE: TENANT LEASE MODIFICATION/RENT DEFERMENT REQUEST

Dear Mr/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We are in receipt of a request from your company regarding a modification/deferment of your rent obligations as a result of the COVID-19 pandemic currently affecting the United States. We understand the necessity of your request, as this is a trying time for everyone. As your landlord, our goals are to provide you with a facility to successfully operate your business during this time and to assist both you and your fellow tenants to successfully navigate this unprecedented event. In order to assist us in understanding how the current disruption is affecting your business, please review the attached and provide us with the requested information. We will promptly review your request and provide you with a response following completion our review. In the interim, stay healthy and know that we are all working together to come through this crisis.