

[Your name]
[Your phone number] (optional)
[Your email address] (optional)
[Your Current Address]
[City, Province, Postal Code]

[Landlord's Name Or Apartment Company's Name]
[Landlord's Address]
[City, Province, Postal Code]

Re: Request to Participate in the COVID-19 Canada Emergency Commercial Rental Assistance Program (CECRA)

Dear [Landlord's name/Property Manager's name/Apartment Manager's name]:

I am writing regarding my current lease agreement at [Your Address].

My/our business moved into the premises on [Lease Start Date] and the lease ends on [Lease End Date]. I write you today to request that you, as my landlord, apply for the CECRA and under the terms of the program and reduce the rent by 75% for April and May, retroactively, and for June.

Due to COVID-19 and the public health orders in place, I attest that we *have temporarily closed our operations and/or have experienced a revenue reduction greater than [X% (70% or greater)]* and therefore meet the eligibility requirements of the program. We understand that this is not part of our original agreement, however, the impacts of COVID-19 have greatly affected our business and we require this assistance to meet our rent obligations. We also understand these times must be hard on yourself as well as a fellow business owner.

We have paid rent on time and kept the unit and surrounding areas clean. If you have any other ideas on what we can do to come to a mutual agreement, please let me know. We have had a good working relationship with you as our landlord and value your understanding and cooperation during these unprecedented times.

Sincerely,
[Your Name]