

To: [my landlord]

The COVID-19 crisis is devastating local businesses and destroying livelihoods.

My business has been impacted in the following ways: _____

The reality is that none of us is in this crisis alone, and without working together we might not be able to survive the next several months. I value our long term relationship and recognize that it is in our mutual best interest if [my business] can remain solvent, return to profitability, and pay rent for the full length of the lease.

With that in mind, I am asking you to consider working with us to reduce rent to a manageable level for the length of the crisis. I am also open to discussing alternate methods of payment, such as adding months to the end of the lease in lieu of payment now, deferring payment for the coming months that can be paid back once the economy has recovered, or negotiating in-kind or barter payments

I recognize that you are faced with your own monthly financial obligations. However if we allow this crisis to destroy businesses like mine, there will be a complete glut of long term vacancies and few remaining businesses to fill them. A recent Venture Portland survey of 158 Portland neighborhood businesses reported an average 75% drop in revenue compared to the previous week. Businesses of all sizes laid off an average of 6 employees, and only 41 of those were able to offer meaningful sick leave payouts to furloughed workers. The fact of the matter is that almost all of us are going to need the help of our landlords if there are going to be any commercial tenants to fill storefronts in six months.

I am not asking you to singlehandedly shoulder the burden of lost revenue, but to join with us as community members, making sacrifices together that will allow all of us to bounce back on the other side of the crisis. I understand that you have your own monthly obligations, and I am willing to help in any way I can as you negotiate with your lenders.

I hope we can find creative, humane and mutually beneficial solutions that work for us both. I look forward to working together as we weather this crisis.

Respectfully,

[name]
[title]
[business]