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. Since the start of COVID-19, we have taken the following actions to help our financial situation: actions. Despite our best efforts, 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.

Information for property owners on the CECRA can be found on the Canada Mortgage and Housing Corporation website: https://www.cmhc-schl.gc.ca/en/finance-and-investing/covid19-cecra-small-business.

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