

Community: Feel free to modify the letter below. This is just a sample template for folks to be able to plug in their circumstances and send away. It's tailored toward restaurant/service workers, but should be pretty easy to modify to fit any circumstance. **Stay safe and healthy!** (Rev. 3.26.20 @ 8:00pm)

To Whom It May Concern:

I am a current resident at [Address]. Please accept this letter as an honest and humble request to extend the grace period for payment of April's rent in accordance with Governor Newsom's March 27, 2020 [Executive Order](#).

As you are aware, the State of California declared a state of emergency on March 4, 2020 in response to the pandemic Coronavirus-19 has become. The number of cases testing positive has continued to rise exponentially by the day with no end in sight. As a result, many businesses have been forced to reduce normal business operations, cut hours/shifts, and/or require their employees to work from home. Most school districts in the state have also followed suit and closed their doors to curb the rapid spread of the virus.

On Sunday, March 15, 2020, Governor Newsom took [unprecedented action](#) in ordering all bars, breweries, and wineries in the state to close, regardless of their size, for an indeterminate amount of time. The order also suggested restaurants cut their occupancies by 50% and transition to a take-out model.

As of Monday, March 16, 2020 at least six Bay Area Counties and counting, including [Your County -- Alameda, San Francisco, Contra Costa, Marin, San Mateo, and Santa Clara], have issued [Shelter-in-Place Orders](#) mandating all residents to stay at home and away from others for the next three weeks.

On Tuesday, March 17, 2020, Governor Newsom finally issued an [Executive Order](#) to protect renters. The Order demands local governments immediately halt evictions.

"People shouldn't lose or be forced out of their home because of the spread of COVID-19," said Governor Newsom. "Over the next few weeks, everyone will have to make sacrifices – but a place to live shouldn't be one of them. I strongly encourage cities and counties take up this authority to protect Californians."

I am a [restaurant/bar/winery/other "non-essential business"] worker. I work in [County]. This job is my sole source of income to pay rent and bills. My [hours,

tips, wages, job] have been severely impacted by the mandatory orders related to the virus. In particular, [describe your reduced hours/income situation]. I have since been consumed and overwhelmed with trying to figure out a way to make ends meet.

[Additionally, I have 'x' kids that go to school in the [Name of School District]. Their school is now closed for the next three weeks.]

In accordance with the State of California's [top concern](#) to procure housing for [vulnerable populations](#), it is my hope that you would be willing to extend the grace period for April's rent payment for 30 days. [or until a date you think you will be able to come up with the funds.]

I understand that you may have financial obligations as a property owner as well. Most recently, on March 25, 2020, [Governor Newsom](#) announced that 5 major banks and nearly 200 small, local financial institutions have agreed to mortgage payment forbearances of up to 90 days to borrowers economically impacted by COVID-19, and waivers and refunds of mortgage-related late fees for those 90 days. In light of this relief for many property owners I hope you will do the right thing in offering relief to your renters.

Your consideration and kindness is greatly appreciated during this larger global moment. I would be happy to discuss an alternative arrangement if you have another idea in mind.

Please contact me at [phone/email.]

Sincerely,

Renter