

SAMPLE LETTER TO YOUR LANDLORD

[Insert Date]

[Insert Landlord or Apartment Company's Name]
[Your Address]
[City, State, ZIP Code]

Re: Notice of Inability to Pay Rent

Dear _____,

I [Insert Tenant's Full Name] am a tenant at [Insert Home Address]. Please let this letter serve as formal notice that I am unable to pay rent for the month of [Insert Month] due to impacts related to Coronavirus Disease 2019 (COVID-19).

I am not able to pay rent at this time because
[Describe the reason you cannot pay: For example,
I am no longer working because I was laid off.
I am no longer working because I have to take care of children.
I am no longer working because I am sick or I am taking care of a family member who is sick.]

Pursuant to the Executive Order issued by the City of Santa Ana on March 19, 2020, the City established a moratorium on residential and commercial evictions of tenants unable to pay rent or mortgages due to financial impacts caused by COVID-19. As a result, you may not evict me based on an allegation for nonpayment of rent because my inability to pay rent is due to circumstances related to the COVID-19 emergency.

I have documentation or other verifiable information confirming my current inability to pay rent. The City's Executive Order provides that I have up to six months to pay back rent and I will endeavor to make my rents current as soon as I am able to do so.

Thank you for your understanding and cooperation during these difficult times.

Sincerely,
[Insert your name]