

[Date]

Landlord's Name  
Landlord Address  
Address  
Address

RE: COVID-19 Assistance

Dear [Landlord's Name],

In light of the ongoing COVID-19 pandemic, small businesses across the United States are faced with difficult decisions regarding their operations and budgets, and the beauty industry is no exception. For the health and safety of our staff and clients, [Your Salon/Spa's Name] will be suspending operations until further notice. Our goal is to reopen for business as soon as it is deemed safe for groups of people to gather and for businesses like ours are permitted to operate.

During our closure we're unable to see guests in our [salon or spa], host after-hours events for our clients, or conduct any educational sessions for our staff and the staff of local [salons or spas]. Spring is a critical time for salons and spas as holidays and events from Mothers' Day to Prom and Spring Formals to High School and University Graduations – typically profitable events on our calendar – are, for all intents and purposes, cancelled. Without being able to open for business, we're unable to serve our clients for these or other beauty, style and personal care needs. Additionally, we're unable to attract new clients and continue to grow our business. Currently we are doing everything in our power to retain as many of our staff as possible so we are ready to go once we receive word that it's safe and healthy to return to work and return to serving our clients.

All of these factors place a great strain on this business.

[Salon/Spa Name] would appreciate any assistance you could provide at this time. As a business owner I appreciate whatever help you can offer, it will surely help us navigate these difficult waters.

Based on our current situation and current regulations regarding businesses, I would like to respectfully request one of the following rent concessions:

- Three (3) months of rent deferral OR
- Rent deferral for a specified period (X day to Y day) OR
- Ongoing monthly rent deferrals until the crisis has cleared or it is deemed safe to congregate again

If you have any reasonable suggestions or solutions that will allow us to remain viable in this location, we're also willing to discuss those.

My school team and I are committed to making this school a success and we will continue to drive sales as soon as possible, and with your help we believe we will be a thriving tenant for many years to come.

I look forward to discussing this proposal with you as soon as possible. Please feel free to contact me at [Phone Number] or by email at [Your Email Address].

Sincerely,

[Business Owner Name], Owner  
[Salon/Spa Name]