Date

Landlord Contact
Address

SUBJECT: SALON COMPANY NAME – SALON LOCATION

Dear ________________:

Due to the COVID-19 pandemic, the Salon and Spa industry was mandated to cease operations on ________, 2020. This mandate led us to abruptly close our business and lay off employees.

As you are aware, we are a privately-owned small business and we have operated locally for over ___ years. Since we are now unable to operate our business, we currently have no source of revenue until the mandate is lifted.

We are currently researching all government subsidy programs that will be available to assist the businesses that were mandated to close; however, that will take some time.

In light of the above, we respectfully request a rent abatement until we are able to resume normal operations.

Your assistance during this unprecedented time is greatly appreciated.

Sincerely,

NAME
President

SummitSalon.com/get-prepared