

\_\_\_\_\_ (day) \_\_\_\_\_ (Month) of 2020

\_\_\_\_\_  
[Property Manager Name]

\_\_\_\_\_  
[Property Name]

\_\_\_\_\_  
[Property Address]

\_\_\_\_\_, GA \_\_\_\_\_  
[City] [ Zip Code]

Dear \_\_\_\_\_,  
[Property manager name]

We write to you today to ask for your help in addressing housing concerns in our community.

I, \_\_\_\_\_ [Tenant name], of unit \_\_\_\_\_ [unit number], and my fellow neighbors feel it is necessary to reach out to you in this distressing time about the impact of the COVID-19 pandemic.

First, thank you for all you are doing to keep us safe as we navigate the novel coronavirus (COVID-19) pandemic together. We are committed to following health and safety precautions. We trust you understand that housing stability is a part of public health and essential to preventing the spread of this virus. As you are aware, the entire nation is in a state of emergency as of March 1, 2020 and the State of Georgia declared a public health state of emergency on March 14, 2020 in response to the Coronavirus pandemic. Our workplaces have been closed due to the outbreak, and therefore we are currently unable to work. We plan to resume work as soon as our businesses reopen and the shelter in place orders issued by the City of Atlanta, Fulton County, and the Governor are lifted.

In light of the economic toll the virus has taken, the City, State, and Federal government have suggested and imposed moratorium on evictions and the imposition of late fees due to late or non-payment of rent.

**In accordance with the State of Georgia's top concern for stemming the coronavirus, and to mitigate housing insecurity in our community related to the pandemic and its anticipated impacts, we respectfully request that you consider voluntarily taking the following actions until the State of Emergency is declared over.**

- Consider lowering the rent amount to \$ \_\_\_\_ for unit \_\_\_\_ with forgiveness, until the shelter in place orders from the State of Georgia, City of Atlanta and Fulton County end and our workplaces are allowed to reopen at full capacity.
- Waive any late payment fees.
- Waive the early termination or lease cancellation fee upon written request of tenants.

We want to emphasize that we are committed to upholding our end of lease agreements and paying our rent. We understand that complying with our requests may exacerbate your business concerns, and that this is an unsettling time for all involved. For this reason, we are committed to continuing conversations around this issue in a respectful and honest manner, without violating any of the stipulations within our leases.

Your consideration and compassion are greatly appreciated during this global pandemic.

Sincerely,

\_\_\_\_\_  
[Name and Signature]