[date]

Name  
Business Name  
Address  
City, State Zip

Re: Unpaid Rent for the Premises located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_:

We understand that the COVID‑19 pandemic likely affected your business, as it has many other businesses throughout the country. We also appreciate that the pandemic continues to bring various challenges to businesses. We value your tenancy and write this letter as an invitation to collaborate regarding the rent which has accrued during the pandemic pursuant to your Lease dated \_\_\_\_\_\_\_\_.

The eviction moratorium applicable to your tenancy in \_\_\_\_\_\_\_\_\_\_, California has expired. You are required to resume payment of rent, in full and on time, commencing October 1, 2021. It is our expectation that you will [resume/continue] payment of your monthly leasehold expenses in the amount of $\_\_\_\_\_\_\_\_ each month.

The current balance of unpaid leasehold expenses due from you pursuant to the terms of your Lease is $\_\_\_\_\_\_\_\_\_.

[**Insert one of the following two paragraphs**]

[The [City/County of \_\_\_\_\_'s] eviction moratorium continues to protect you from eviction pertaining to the unpaid rent which accrued from April 2020 through September 2021 at this time. However, the ordinance requires your balance of $\_\_\_\_\_\_\_\_\_ to be paid by \_\_\_\_\_\_\_\_ [date] [for Sacramento and Rancho Cordova tenancies, insert January 31, 2022]. We would like to work with you regarding the repayment of your balance. Please contact me directly so that we may discuss arrangements for, and come to an agreement regarding, your repayment of unpaid rent.]

[As the applicable eviction moratorium has expired, your balance of $\_\_\_\_\_\_ is now immediately due and payable. In the event that you are not able to pay this amount in full at this time, please contact me directly so that we may discuss arrangements for, and come to an agreement regarding, your repayment of unpaid rent.]

While it is not our desire, if you do not resume payment of rent or communicate with us regarding your performance of the Lease, we will have no choice but to proceed with further legal action. We do not wish to terminate your tenancy, but continuing to conduct business within the Premises without payment of Rent simply cannot continue. Please contact me at [insert phone number] or via [insert email address] within seven (7) days if you would like to discuss this matter.

Very truly yours,

[Name]