***Property Logo Here***

[Tenant’s Name]

And Any/All Occupants

[Address, Space #]

[City, State Zip]

Re: **COURTESY NOTICE REGARDING NON-PAYMENT OF RENT**

[Tenant’s Name]:

We hope that you are keeping healthy and safe during these difficult times. The purpose of this letter is to remind and notify you that you currently owe rent. The total amount of base rent, taxes, and utilities (if any) that you owe to the landlord is, as of the date of this letter, **$[BALANCE DUE]**.

The landlord has not waived the default under your Rental Agreement related to your non-payment of base rent, taxes, and utilities (if any), and the above-listed total remains owed to the landlord. If you are having difficulty making your rent payment due to COVID-19, please contact your property manager via telephone [TELEPHONE NUMBER] or e-mail [E-MAIL ADDRESS] to discuss whether payment arrangements may be reached. Please note that credit cards and debit cards can be used at no additional cost to pay your balance and encourage Touch Free payment.

Please find below a list of links that may be helpful to you at this time.

Sincerely,

[Name of Property Manager]

Property Manager

*Helpful Links:*

Unemployment Benefits by State

<https://www.careeronestop.org/LocalHelp/UnemploymentBenefits/find-unemployment-benefits.aspx>

Visit <http://www.irs.gov/> and click on Coronavirus Tax Relief or Stimulus Checks, or call 866-234-2942

Visit <https://www.needhelppayingbills.com/index.html> and click by state for assistance programs

By County

* <https://www.pinellascounty.org/emergency/covid19/default.htm#assistance>