[Landlord name and address]

Re: [Shopping Center Name – Address of Leased Premises]

Dear Landlord:

I am writing to you in connection with our lease at the above-referenced location. As you are well aware, our country is dealing with an unprecedented series of events related to the Coronavirus (COVID-19), including closures of the majority of retail outlets. As a result of guidance and directives from local, provincial, federal government and public health authorities related to Coronavirus, effective [DATE], \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was forced to cease operations for the immediate future at this location.

As you can imagine, the closure is having a severe effect on our operations. Currently we have temporarily paused operations and our revenues are essentially $0 until we re-open. To that end, we are seeking abatement/waiver of base rent during this time of closure, beginning April 1. In consideration of Landlord agreeing to this, we will agree to: (i) continue paying NNN/CAM expenses during the months we are closed; (ii) extend the term of our lease by the number of months during which tour business is closed during the crisis; and (iii) undertake a deep cleaning of our business, using government recommended products for COVID-19, prior to reopening for business.

You have our commitment that we will reopen our business as soon as it is appropriate to do so based on guidance from the government and public health authorities. As soon we reopen, the rent abatement would cease.

We view ourselves as long-term partners in the success of your property and sincerely appreciate your willingness to work with us during this crisis. We fully expect to emerge from this crisis, to rebuild our business and continue operating in your center for years to come.

If the above terms are acceptable to you, we would appreciate you signing this letter below and emailing us a signed PDF of the document to [insert email address] at your earliest convenience. Due to the time sensitive nature of this matter, we would appreciate hearing back from you by the close of business on [Date].

Sincerely,

[Tenant Legal Entity]

[Contact Person]

[Title]

ACKNOWLEDGED AND AGREED TO:

Landlord Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_