

[Date]

[Name of City/County Official]

[Name of City or County]

[Street Address]

[City], CA [ZIP]

Dear [Name],

I am the owner of [Business Name] on [Street] in [City or County Name]. I am writing to request your assistance in light of the economic toll of the statewide COVID-19 restrictions.

As you may know, many businesses have been ordered to close by order of the State and virtually all patrons have been ordered to shelter-at-home.

Without normal operations during this statewide emergency, our business and many like it will struggle to pay our immediate rent. We are worried that our landlord may quickly seek to evict us from our commercial rental property based on the temporary downturn.

Not only would such evictions affect our business and many others in the City, but they would also reduce the number of people who travel to [City or County Name] and patronize our business and others in the [City or County] (e.g restaurants, salons, convenience stores, gas stations etc).

On March 16, 2020, Mayor Gavin Newsome passed [enabling legislation](#) which authorizes CA cities and counties to adopt local ordinances to provide a temporary rent deferment and eviction moratorium. Many CA cities [have adopted](#) or are now adopting such orders/ordinances to protect their local businesses.

With this in mind, I strongly urge you to please consider adopting similar measures for impacted businesses in [City or County Name] including a) a temporary moratorium on evictions and b) a rent deferral program that will allow us to offset any immediate rent shortfall with a plan to pay the full rent over reasonable time (e.g. 6 to 12 mos after the emergency orders are lifted).

With your help, we can keep [City or County Name] businesses thriving especially once this emergency has passed.

Sincerely,

[Business Owner Name]

[Biz Address]