
[DATE]

[SALON NAME]

[ADDRESS]

Re: Temporary rent reduction relief due to novel coronavirus national emergency

Dear Sir/Madam,

As the owner of _____, please accept this request for a temporary
rent reduction until the current national emergency has lifted and no sooner than 3 months
from now.

With the declaration of a national state of emergency, we are all fighting to help control the
spread of the new coronavirus (COVID-19) disease. As we practice social distancing to
protect each other, merchants in the service industry like _____ are
feeling the worst financial effects of this struggle. We are in uncharted territory as hospitality
businesses like _____ seem to be the hardest hit by this crisis.

Please understand that this request for a temporary rent reduction during this crisis is a
necessity. The nature of our merchant's business is especially vulnerable due to the fact that
it involves a close proximity gathering of clients and staffs—all of whom are told to stay home
by the Centers for Disease Control and Prevention (CDC).

Our salon's current financial difficulties are due completely to the present health emergency.
_____ is an otherwise healthy business and we expect to return to
normal operations once the national state of emergency has lifted.

Please contact us for any further information on this matter. We hope you can honor this
request upon receipt of this letter. Thank you for your time and consideration.

Sincerely,

[OWNER'S NAME]

[SALON NAME]