

Your Name  
Current Address of Your Apartment with Unit Number  
City, State, Zip Code

Date

Landlord or Apartment Company's Name  
Address as Printed on Your Lease  
City, State, Zip Code

**Re: Request for Rent Assistance**

Dear (property manager's name),

I hope you're staying healthy during this coronavirus crisis. I wanted to contact you today to ask if we could discuss your openness to a rental assistance. I've found a rental assistance program called [name of program] through [name of nonprofit], and they've accepted my application. My financial status hasn't been stable, and working with a rental assistance program could be beneficial to us both.

I've lived here for [insert # of years], and I've always paid on time while keeping the property in good shape. I've been a respectful tenant to both staff and my neighbors. I want to continue to do so, and this grant from [name of nonprofit] can help me stay up-to-date with my rent. At this time, with this rent assistance, I'll be able to pay [amount] by [date].

The nonprofit will reach out directly to you to confirm (and possibly negotiate) my rent payment by phone or email. I've provided them with your contact information to minimize work on your side. As soon as the organization connects with you, they will initiate their process and pay the rent.

There are many benefits if you accept my rent payment from a third-party program, including not having to clean the apartment, look for a new tenant and go through multiple application processes while you're losing rental income.

I know this isn't a standard procedure in this property for rental payments, but I appreciate any flexibility you can offer during this trying time. Please let me know your thoughts at your convenience. If you wish to discuss this further, do not hesitate to reach out.

Thank you,

Your Name and Signature  
Your Apartment Address and Unit Number  
Your Phone Number  
Your Email Address