

May 1, 2020

Dear _____

We are notifying you that the normal operations of _____ have been disrupted due to COVID-19. The Government of Canada has recently announced a rent relief program called the Canada Emergency Commercial Rent Assistance (CECRA) and will be providing further details in the coming days as to exactly how this program will be administered.

We at _____ would like to know if you are planning to participate in the CECRA program and whether May rent will be reduced by 75%. Please advise as soon as possible so that we may plan accordingly.

Yours truly,

Company Name

Name

Position