

## Rent Abatement Letter for an Office Use Tenant

<Landlord (LL) Name>

<LL address>

Date

Dear <Landlord>,

Please let this letter serve as notice that due to the Federally-declared national emergency that has stopped our business operations, we expect a rent abatement for our office lease for <space, property address>, located in <city, state>.

The national emergency declared by the President caused by the COVID 19 pandemic has caused us to not be able to use our premises for the intended purpose. Safety concerns related to the pandemic itself and the Federal government and related state government declarations to shut down businesses to protect public health have caused us to shut down operations. Only X% of our office space has been usable since <date>. X workers have been working from home and the lack of productivity has completely changed our business over<period of time>. <if applicable - Our office operations have been closed by government order and not usable since <date>>. We expect the impact of this pandemic will continue to negatively impact us for the foreseeable future.

We believe a full abatement of rent until this situation is rectified is appropriate and this should continue until the national emergency is lifted and businesses are back to work as usual. Alternatively, if you have business interruption insurance that would address the same we would be happy to discuss this further.

We appreciate your cooperation on this matter as soon as possible.

Sincerely,

<name>,

<title, business name on lease>

### *Note:*

#### Rent Abatement Calculation

Office users have the hardest calculation as you are trying to determine a productivity loss for knowledge workers

Think of the safety issue related to the pandemic *and* labor/purchasing shut down caused by government declarations.

The point is that there needs to be a tangible calculation of what the punitive damages are to your business to make your case on what is fair.