[LANDLORD NAME],

I am writing you today to ask for a sixty (60) day suspension to [INSERT YOUR OFFICE’S NAME] rent payments. We are not asking for forgiveness of rent, but instead a “suspension” of rent payments for sixty days after its original due date. For the sake of clarity, rent payments would re-commence 6/1/2020; these 2 months of suspended payments would be added to the end of our lease termination date.

In the wake of the continuing COVID-19 impact, Federal & State governments and professional dental boards have mandated closures except for emergency-only dental services. As we remain unaware to the extent of closure(s), we have limited cash outlays to employee related expenses (e.g., payroll and health coverage).

[INSERT YOUR OFFICE’S NAME] manages its cash flow conservatively and will continue to do so as we press through this crisis. We remain a healthy organization, will honor our financial commitments, and appreciate your consideration for the 60-day suspension to rent payments.

Please respond to this email at your earliest convenience.

[YOUR NAME]