

Template Letter: Notice to Landlord on Non-payment of Rent Due

YOUR NAME
YOUR ADDRESS AND APARTMENT NUMBER
Toronto, Ontario, POSTAL CODE

March 15, 2020

Re: COVID-19 Emergency

Dear rental management representative:

Please be advised that as a result of the economic disruption caused by the COVID-19 pandemic it will be necessary for me to withhold payment of the rent due on April 1, 2020. It may also be necessary for me to withhold rent due during subsequent months.

Non-payment of rent has been made necessary by [MY LOSS OF EMPLOYMENT INCOME or ANTICIPATED LOSS OF EMPLOYMENT INCOME] as a result of public health measures during the pandemic. There is uncertainty about the duration of lost earnings. In this situation the only rational course I can follow is to preserve cash-on-hand to purchase food, medicine and other necessities of life for myself and my family.

The Canadian government has guaranteed that it will ensure everyone has sufficient financial support to withstand their economic losses from the COVID-19 pandemic. Emergency income support measures have been announced by government ministers. I have every reason to expect that government aid is forthcoming. However, this aid may take some time to be delivered to those in need. I expect that I will be able to begin regular rent payments after the anticipated government aid has been received.

Please contact me using the information below if you have any questions about this communication or have any guidance about how I should proceed in this matter.

Sincerely,

YOUR NAME

email: YOUR EMAIL

phone: YOUR PHONE #