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| **Community**: Feel free to modify the letter below. This is a sample template for folks to plug in their circumstances and send to their landlord and/or housing provider should they choose to do so. It's tailored toward restaurant/service workers, but should be easy to modify to fit other needs and circumstances. |

To Whom It May Concern:

I am a current resident at [Address]. Please accept this letter as an honest and humble request to extend the grace period for payment of April’s rent in accordance with Governor Polis’ recommendations on the suspension of court action for evictions, and with the support of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

As you are aware, the State of Colorado declared a state of emergency on Tuesday March 10th, 2020 in response to the pandemic COVID-19 has become. The number of cases testing positive has continued to rise exponentially by the day with no end in sight. As a result, many businesses have been forced to reduce normal business operations, cut hours/shifts, and/or require their employees to work from home. Most school districts in the state have also followed suit and closed their doors to curb the rapid spread of the virus.

On Tuesday, March 17, 2020, Governor Polis ordered all bars, breweries, and wineries in the state to close, apart from carry-out or delivery services and for “non-essential” employers to reduce their staff to 50%. At the same time, Governor Polis recommended that landlords do not evict households unable to pay rent until at least April 30th, 2020. Polis stated, “You should not lose your home or your utilities simply because a restaurant was forced to close down to prevent hundreds or thousands of Coloradans from dying…We can’t ask people to stay at home to stop the spread of coronavirus if we’re not giving them the tools they need to be able to keep their home, whether they’re renting or whether they have mortgage payments.” Per these guidelines, many communities are halting court proceedings related to eviction until at least April 30th.

As of Thursday, March 26, 2020 Governor Polis declared a statewide Stay-At-Home Order, asking residents to stay at home and away from others for the next three weeks unless they are deemed “essential.” I am a [restaurant/bar/winery/other “non-essential business”] worker. I work in [County]. This job is my sole source of income to pay rent and bills. My [hours, tips, wages, job] have been severely impacted by the mandatory orders related to the virus. In particular, [describe your reduced hours/income situation]. I have since been consumed and overwhelmed with trying to figure out a way to make ends meet.

[Additionally, I have [number] kid(s) that go to school in the [Name of School District]. Their school is now closed for [timeline of school closure]).

**In accordance with the State of Colorado’s top concern to procure housing for** [**vulnerable populations**](https://www.sfexaminer.com/news/breed-prohibits-evictions-of-tenants-who-cant-make-rent-due-to-coronavirus/)**, it is my hope that you would be willing to extend the grace period for April’s rent payment for 30 days.** [or until a date you think you will be able to come up with the funds.]

I understand that you may have financial obligations as a property owner as well. Most recently, on March 27,2020, President Trump signed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), a package that includes forbearances of residential mortgage loan payments for multifamily properties of up to 90 days to landlords who themselves are impacted by COVID or who have tenants unable to timely pay rent because of this, and waivers and refunds of mortgage-related late fees for those 90 days (CARES Act, Section 4023). In light of this relief for property owners I hope you will do the right thing in offering relief to your renters like me.

Your consideration and kindness are greatly appreciated during this larger global moment. I would be happy to discuss an alternative arrangement if you have another idea in mind.

Please contact me at [phone/email] to let me know your decision or to discuss other ideas.

Sincerely,

[Renter]