Your name  
Your phone number (optional)  
Your email address (optional)  
Your Current Address  
City, Province, Postal Code

Date

Tenant’s Name  
Tenant’s Address  
City, Province, Postal Code

Re: Supporting our tenants through the COVID-19 crisis

Dear Valued Tenant,

Due to COVID-19 and the public health orders in place, we understand that this has been an unprecedented time for your business. You are a valued tenant and we want to find reasonable ways to support our tenants during this crisis.

Over the past month, federal, provincial and municipal governments have implemented a number of financial assistance programs for your business. These programs include federal programs such as:

* Canada Emergency Wage Subsidy Program
* Canada’s Work-Sharing Program
* Canada’s Emergency Business Account Program

In addition to these programs, the federal and provincial governments recently announced that they are partnering to provide relief to small businesses and landlords through the *Canada Emergency Commercial Rent Assistance Program (“CECRA”) / Ontario-Canada Emergency Commercial Rent Assistance Program (“OCECRA”).* The specific details of the program, including the application process for landlords, have not yet been announced. Based on the details known thus far, your business qualifies for this program if it meets the following criteria:

* pays no more than $50,000 in monthly gross rent per location,
* is a small business (including non-profit and charitable organizations) with gross annual revenues of no more than $20 million, and
* has temporarily ceased operations (i.e. generating no revenues), or has experienced at least a 70% decline in pre-COVID-19 revenues.

More information on the *CECRA/OCECRA* can be found [here](https://www.cmhc-schl.gc.ca/en/finance-and-investing/covid19-cecra-small-business).

We are trying to determine whether this program makes sense for us and our tenants. If you believe that your business needs rent relief and is eligible for the CECRA please reach out to us to let us know. We have attached a sample template letter that you can use to attest to your eligibility. *We cannot guarantee at this time that we will participate in this program but will work with you to explore available options. / We plan to participate in CECRA/OCECRA and would like to know how many of our tenants would be eligible.*

If you have any questions or concerns, please reach out to Landlord’s name/Property Manager’s name and contact information.

Sincerely,

Landlord’s name/Property Manager’s name