

SAMPLE LETTER: EMPLOYER TO SIGN

Employer Company or Business Letterhead

Date, 2020

[Landlord Name or Leasing Company]
[Address]
[City, State, Zip]

Dear **[Landlord Name or Leasing Company]**:

[Your Name] has worked for [company or business] for the past **[months/years]**. We have had to reduce **[Your Name]**'s hours from [] per week to [] per week because of the impacts of the COVID-19 virus. This has substantially reduced the amount of income he or she has been able to earn.

Or

[Your Name] has worked for **[company or business]** for the past **[months/years]**. Due to the COVID-19 virus, we have had to reduce the number of employees working at [company or business]. We had to furlough **[Your Name]** which has substantially reduced **[Your Name]**'s income.

Sincerely

[Manager or Owner Signature]

[Title,]

[Company]

[Phone number]