



Bruce Carter
Coalition Spokesperson
info@csbcoalition.com

April 1st, 2020

Client,
Business Name
XXXXXXXXXX
Dallas, TX 75219

XXXX XXXXXXXX
Property Manager
XXXXX XXXXXXXX
Dallas, TX 75205

RE: COVID-19 Request for Deferment of Rent

Good morning XXXXX,

As you are well aware COVID-19 is having a major impact on our business. Unfortunately, we have been forced to close our doors. While we have no income at the moment we are applying for a loan via the Cares Act. We are proactively reaching out to you to request approval of the following:

Amendment of our lease contract to extend it three (3) months allowing a Base rent and tax deferment for the next three (3) months. We do agree to pay all rents upon receiving loan funds

Change of Term and Payments:

- 1) The number of base rent and tax payments due under our lease contract will be increased by three
- 2) Payments of rents and any associated taxes will be moved to the end of the lease term
- 3) Any insurance premiums billed will continue to be paid
- 4) In all other respects, the Lease Contract shall remain in full force

We are doing all that is possible to ensure we receive loans proceeds as we battle through this unprecedented time in America's history. Thank you in advance for your approval of our request. You may contact me or my coalition spokesperson, Bruce Carter, at the email above or via phone directly at 202-907-1760.

XXXX XXXXXXXX