**[Landlord's Name]**

**[Landlord's Address]**

**[**CITY, STATE, ZIP CODE]

To Whom It May Concern:

My name is 1) **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].** I am the tenant in 2)**[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**.

I am experiencing financial difficulty as a result of the COVID-19 pandemic and will be unable to pay my rent on time. I have had a substantial decrease in household income due to:

business closure

loss of compensable hours of work or wages

layoffs

substantial out-of-pocket medical expenses.

San Diego City Ordinance 21177 requires that I send written notice of my inability to pay rent prior to rent being due. My rent is due 3)**[\_\_\_\_\_\_\_\_\_\_\_].**. This written notice was sent via USPS/ Email on 4)  **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**.

I have attached documents or objectively verifiable information that illustrates that my inability to pay rent is due to financial implications related to COVID-19.

This letter and the attached documents satisfy the notice requirements under San Diego City Ordinance 21177. As such, you cannot begin the eviction process or charge me late fees for untimely payment rent.

Sincerely,

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|  |
| **[Tenant's Name**] |