March 31, 2020

**Sent by Email and Overnight Delivery**

[Name]

[Address]

[Email]

**Re: Notice of Inability To Pay and Assertion of Protected Rights Under City of San Diego Ordinance No. O-21177 and California Law**

Dear \_\_\_\_\_\_\_\_\_\_,

We are currently unable to pay rent due to the financial impact of COVID-19. The COVID-19 pandemic has impacted all aspects of our business at \_\_\_\_\_\_\_\_\_\_\_\_\_\_. We have experienced a substantial decrease in business income due to the coronavirus, California’s shelter-in-place order and related travel bans.

This letter serves as notice under City of San Diego Emergency Ordinance No. O-21177 of our inability to pay rent at this time and assertion of protected rights thereunder. We further assert protections under Civil Code §§ 1511 and 3526 and reserve all rights thereunder. Please see attached for documentation regarding our inability to pay rent due to the financial impact of COVID-19.

The assertion of these protections is without prejudice to any existing or subsequent request on our part for rent abatement.

Sincerely,

[Name of Your Company/Lessee]

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments