

April 4, 2020

TO: [Landlord's name]  
[Landlord's Address]

RE: [Your name]  
[Your address]

Dear Landlord/Property Manager:

I hope this letter finds you and your family in good health. The purpose of this letter is to inform you that due to unforeseen circumstances that are beyond our control (including the Emergency Declarations now in effect by Governor Pritzker and Mayor Lightfoot in response to the corona virus), I anticipate that I will be unable to pay rent for April, and possibly for the duration of the pandemic. I cannot pay rent because:

*(Explain how you have lost wages, been sick, or incurred medical expenses due to the virus. Explain any reduced hours, stay-at-home mandates or other issues affecting your income right now.)*

I will be providing documentation or other verifiable information confirming my current inability to pay rent in the next few days. I will endeavor to pay rent as soon as I am able to. As you can see, these matters are outside of my control. I deeply regret the situation and want to resolve it before it gets out of hand.

In light of this, I wish to enter a pledge to settle this matter without eviction so that we can all be secure in this time of crisis. I also want to advise you that I know my rights and have done some research. I know that I cannot be ousted from the Premises without a legal eviction process. I also know that on March 9, 2020, Governor Pritzker issued an Executive Order ceasing the enforcement of evictions for residential premises "for the duration of the Gubernational Disaster Proclamation." Further, the Circuit Court of Cook County will not hear any eviction cases, nor will the Cook County Sheriff enforce any eviction orders, until May 18, 2020. This will prove to delay an already time-consuming and expensive process that I believe we can avoid. We are in unprecedented times.

In light of this, we ask that instead of relying on the eviction process or an illegal method of ouster, that you pledge to forego eviction and discuss this with us in a civil matter either now or after this crisis has subverted. In exchange, we will maintain the reasonable upkeep of the Premises and make good faith efforts to prepare for settlement. If you agree to this, we ask that you sign below and return the document to commemorate our agreement. We appreciate your consideration and hope that you and yours stay safe in this time of crisis.

Respectfully,

\_\_\_\_\_  
Signature  
Phone #: \_\_\_\_\_

AGREED this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Landlord/Property Manager