

You can use this if you got a Pay or Vacate Notice:

Dear _____:

My name is _____. I am your tenant, living at:
_____ [address].

I received a notice to pay rent or vacate the property on: _____ [put the date you got the notice].

Your notice is forbidden by Proclamations 20-05, 20-19, 20-19.1 and 20-19.2 made by the Governor of Washington, and must be rescinded. That proclamation ordered a moratorium on evictions for non-payment of rent. The moratorium lasts until October 15, 2020 and forbids you from serving pay or vacate notices during that time. Please immediately rescind this notice.

Sincerely,

Tenant Signature

Date signed

You can use this if you received a 20-day notice:

Dear _____:

My name is _____. I am your tenant, living at: _____ *[address]*.

I received a notice stating that I have 20 days to vacate the property on: _____ *[put the date you got the notice]*.

Your notice is forbidden by Proclamation 20-19, 20-19.1 and 20-19.2 made by the Governor of Washington. Those proclamations ordered a moratorium on no-cause evictions that ends October 15, 2020. As part of the moratorium, you are not allowed to serve no-cause eviction notices. Please immediately rescind this notice.

Sincerely,

Tenant Signature

Date signed

You can use this if you cannot pay the rent:

Dear _____:

My name is _____. I am your tenant, living at: _____
_____ [address].

Like so many people right now, I have lost income due to the coronavirus. I am doing everything I can to find financial assistance. I have done all of the following [include what you have done: applied for unemployment, looking for other work, applied for other government benefits, and so on]:

_____.

But I am still struggling right now. I may not be able to pay my rent in full or on time in the coming months.

I hope you will work with me to come up with a reasonable payment plan so you will get rent payments and I will keep my housing. I would be happy to meet (by phone or video call, or through email) to discuss the options for payment. You can reach me at this phone number or email address: _____.

I understand more assistance may become available to landlords and tenants. I will apply for any programs that are available to me. I hope you are willing to do the same.

[If you can make a partial or late payment, include this:]

I am able to pay this amount, \$_____, on this date: _____. I would like to work out a payment plan and a schedule.

I really hope we can work together on this. I look forward to hearing back from you.

Sincerely,

Tenant Signature

Date signed