

**LETTER TEMPLATE FOR VENDORS / SUPPLIERS**

Dear (**Recipient**),

As a result of the rapidly-evolving Coronavirus (COVID-19) situation, there have been several economic disruptions that have impacted the hospitality industry, including the cancelation of public events, the shutdown of major tourist destinations, global travel restrictions, the transition to remote workforces, and limited foot traffic through major transportation hubs.

As you can understand, these disruptions pose unique challenges for my business. It is greatly affecting my ability to pay debts, payroll, accounts payable, and other overhead expenses. My customer base mainly consists of **(insert examples)** and since restrictions were imposed, my occupancy has declined by **(X%)**. Our hotel employs over **(#)** employees, and these employees depend on our business for their livelihood.

I understand that this will be a short-term disruption, but in the best interest of our investment, I wish to keep the communication as open as possible and humbly request financial relief in the form of a temporary deferment or any other assistance you can offer. Our ask is (**please specify what is needed for your vendor/supplier e.g., defer payments; reduce monthly fees/charges; etc**).

We are deeply committed to our business and our employees. I look forward to working toward a solution together.

Sincerely,