

[Month, Day, Year]

[Landlord name]
[Landlord address]

Dear [Landlord]:

I am writing to you to request that you allow me to pause my rent obligation to you for the leased premises at [address of leased property]. I entered into a lease with you to begin occupying the premises at [lease address] as of [lease start date]. I am unable to occupy these premises for the foreseeable future due to the recent order from the Deputy Under Secretary of Defense (enclosed). This memo orders me to stop movement as of March 13, 2020 through at least May 11, 2020, and possibly longer. As a result, I will not be able to occupy your property on the scheduled lease start date by virtue of my military service. Because of this, I am currently faced with the prospective burden of maintaining two households – one at my current location, and another at your property, which I am unable to occupy.

I would like to maintain my lease agreement with you, and I intend to occupy the property when I have authorization to do so from my chain of command, however, I cannot to maintain two households. I respectfully request you allow me to pause my rent obligation to you during this National emergency while I serve the nation. I will maintain contact with you as this situation progresses and will keep you informed when the stop-movement order is lifted and I can begin paying rent.

If you agree to let me pause my rent obligation to you, please provide me with written acknowledgement of this agreement for my records.

Should you need any additional information from me, please feel free to contact me at (XXX) XXX-XXXX. Thank you for your support.

Sincerely,

[Soldier name]