



September 24, 2021

City of Racine, WI Finance and Personnel Committee  
C/O Mr. Ronald Pritzlaff, Asst. Commissioner of Public Works  
730 Washington Ave., Room 306  
Racine, WI 53403

Re: Lease for office at 800 Center St., Room 122 rent forgiveness

To Whom It May Concern:

The Choral Arts Society of Southeastern Wisconsin is renting Room 122 in the City Hall Annex. Our lease runs through December 31, 2021. We request that the final two months of this lease be forgiven, allowing us to be released from rent for November and December 2021

Reasons for this are as follows:

- COVID has taken a significant financial toll on our organization. We've had zero performances since December of 2019. We need to cut costs. We've found a location with lower rent costs and no requirement for an Umbrella insurance policy.
- Our organization was unable to fully use our office for over 1 year, but we continued to pay full rent on the space. No rent discount was given.
- During this period, our mail was held at the Four Mile Road post office. This required someone from our organization to drive to the post office and often wait in a crowded lobby during the height of the pandemic. Even now, our mail is frequently delivered incorrectly at the Annex. We understand that this is not necessarily the city's fault, but is a big pain point for us.
- Rent invoicing from the city is inconsistent. Our staff frequently has to follow up for invoicing and it complicates our accounting process.

Thank you for your thoughtful consideration. You may notify us of your decision by email at [admin@choralartsonline.org](mailto:admin@choralartsonline.org).

Sincerely,

Julia Suchy, Administrator  
Choral Arts Society of Southeastern Wisconsin