[Landlord’s Name Or Company’s Name]  
[Landlord’s Address]  
[City]

[County]

[Postal Code]

[Date]

Re: Request to Reduce Monthly Rent Payment

Dear [Landlord’s name],

I am writing regarding the rental of my [retail/unit/property] at [insert address].

I started this contract on [Rental Start Date] and my contact ends on [Rental End Date]. Following the ever developing Coivd-19 Pandemic, our [industry/business] is suffering due to the changes that we have been required to implement to make our [staff/public safety] a priority.

For the above-mentioned reasons, I am asking you to please consider lowering [my/our] rental payment from [Current Rent Rate] to [Desired Rent Rate] for a period of 2 months. I would suggest a review after 2 months based on the current situation.

All businesses are suffering *or* will suffer in some way amid this crisis. I value my business and do not want to see it deteriorate during these difficult months ahead. I am confident once the pandemic begins to ease that we will regain our valued [customers/clients] and will be able to resume full rental payment at the earliest possible time.

Finally, if you have any other ideas on how we can make this work, please let me know. I welcome you to contact me if you wish to discuss this in person. My contact number is [insert number] and I am available to talk [insert dates/times].

You have always been a respectful and fair landlord and I would like to continue dealing with you.

Yours sincerely,