

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a reduction in my monthly rent for the apartment located at [Apartment Address].

Due to [brief explanation of circumstances, e.g., financial difficulties, job loss, etc.], I am facing challenges in maintaining my current rental payments. I have enjoyed living here and appreciate the community, but the current rent has become difficult to manage.

I kindly ask you to consider a temporary reduction in my rent of [specific amount or percentage]. This adjustment would greatly assist me during this challenging time. I am committed to maintaining my responsibilities as a tenant and ensuring the apartment is well cared for.

Thank you for considering my request. I am hopeful for a positive response and am willing to discuss this matter further at your convenience.

Sincerely,

[Your Name]
[Your Apartment Number]