To,

Andrew Robert,  
P-54, Street No. 4  
Near City Tower, Michigan, USA

**Subject: Request for rent reduction due to COVID-19**

Dear Robert,

I hope you will be able to understand my situation and thereafter act accordingly after reading this letter. The most devastating event since the last decade which has pushed everyone back to his own feet is the outbreak of COVID-19. Yes, I have been hit hard by the same event which has proved itself a ‘game-changer’ in my life. I had never thought of facing such a panic situation before. I have been occupying your house portion as a tenant for more than two years and I consider it as my first and foremost duty to pay rent and all other expenses well in time.

As we discussed earlier, I am running my own small business which has been affected badly due to the outbreak of COVID-19. Since the first day of lockdown, I have not been able to pay attention and to run my own business because I am staying at home and going nowhere. This has posed a serious threat to my income and I am facing the worst days of my life. In order to fulfill my family needs, I have sold a major portion of my households, pushing myself back to the poverty line.

I know the fact that you need a handsome amount of money as well but after getting to know my poor condition, I request you to make a reduction in house rent by 20 percent so that I would overcome my financial problem. You can increase the rent later.

Your kindness and support will be highly appreciated by me and my family.

Yours truly,

Anderson  
09-04-20XX