[Your Name]  
[Business Name]  
[Address]  
[City, STATE, Zip]

To

[The Landlord]

Dear Mr. Ronald,

I am Alexander Hughes and have been running my business in a shop that I have taken from you on rent for the last six years. We have established good terms as tenants and landlords and never disputed on any matter. Neither I gave you any complaint about rent nor did you provide me an opportunity to argue. In retaliation to the letter I got on Monday you were talking about the rent increase from the 15th of the coming month. I had already thought to make you a request about reducing rent. The purpose of my writing this letter is to request you to stop increasing the rent for some time.

It is an undeniable fact that I had got fruitful profit from my business but due to the current state of affairs of Coronavirus there has come enormous downfall to all kinds of businesses and it has also taken the lives of millions of people. The country is passing through the phase of lockdown and people now prefer shopping online. Due to all this, I am facing a severe economic crisis as I have not earned any amount the day lockdown has started. Because of this, I am hardly making both hands meet and upon this, your request for increasing rent has proven a shock for me. My core aim of this letter was to make your request about reducing rent.

As I have described to you the situation well, I request you to approve this request. It will be a great favor on your behalf. In this time of great difficulty, we all need each other’s support. I would be highly obliged to you for granting my rent reducing request. Thank you.

Regards,

Lucifer Ralph