# Rent Reduction Sample Letter for Your Landlord

## Example N°1

(Your Name)

(Current Address of Your Apartment with Unit Number)

(City, State, Zip Code)

(Date)

(Landlord or Apartment Company's Name)

(Address as Printed on Your Lease)

(City, State, Zip Code)

Re: Request to Lower Rent Payment for (Unit)

Hello (landlord's name),

I am (Your name), a tenant of (#Building, #Unit). I am writing to request a future reduction in my monthly rent. The truth is that I would like to continue to live in this building and continue to rent the apartment from you. Unfortunately, my financial situation does not allow me to continue paying the agreed amount (insert rental cost).

I would like to get a reduction in rent from you. This would be incredibly helpful as I have to reduce my expenses. I have lived here for a long time (Insert duration) and have always paid my rent promptly. I have never had any issues with neighbors and kept the apartment in excellent condition.

I have done my research before making this request to you to make it as reasonable as possible and mutually convenient. I have found that several apartment rentals with similar characteristics are at lower rates.

I would like to formally request a reduction of (insert amount of money) to my monthly rent. However, I am open to negotiating and coming to an agreement. Can we schedule a time to meet and discuss this in more detail? I am anxious to find a way to make this work for both of us and meet our needs.

Please let me know when we can chat.

Thank you,

(Your Name).

(Your Signature).

(Your Apartment Address and Unit Number).

(Your Phone Number).

(Your Email Address).

## Example N°2

​(Name of Tenant)  
(Address of Tenant)  
(City, State, Zip Code)  
  
(DATE)  
  
(Name of Landlord)  
(Address of Landlord)  
(City, State, Zip Code)  
  
RE: Request for reduction of rent  
  
Dear Name of Landlord:  
My wife and I have lived in (building name and apartment number) (property address) for the past five years, and we have no plans to leave the neighborhood, as it is hushed and has a good location. However, I have researched and found that other apartments in the area are $150 to $300 less than what we are paying you for renting the property.

My wife is very ill and has stopped working, so we only have one income to live on. This compromises us with the rent of the apartment, as it is too high. We have thought about moving to another building for a lower price.

We would like to stay in this place, but we are evaluating the possibility of leaving. Before we make this decision, we would like to talk to you to see if there is any possibility of reducing the cost of the rent.

A reduction of $200 would do us much good, as I have to buy my wife's medication. We can agree to continue renting for at least two more years. I look forward to hearing from you within the next two weeks. Otherwise, we will decide to vacate the apartment.

Thank you very much for your consideration, and sorry for the inconvenience.  
  
Sincerely,  
(Signature of Tenant).  
(Printed Name of Tenant).