**[Your Name]**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient's Name],

I am writing this letter to inform you that our lease agreement is going to be ended on 25th February of this year. With the renewal of the lease, I would like to request you to reduce $1000/- in the rent. I am already paying you $7,000 And request you to make a settlement of $6,000in the renewed lease agreement.

I have been paying the rent on time from last five years. The punctuality is the main aspect of my tenancy. It is, however, has become hard for me to pay that rent because of being in financial crisis. I hope to get your supporting hand in this difficult situation.

Sincerely,

[Your Name]

[Title]