Date

Tenant’s Name

Street Address

City, ST ZIP Code

Dear Landlord’s Name:

I know you are busy these days. The other day, I visited you to speak to you in person. But got to know that you are out of town for work. I am aware of the policy of increasing rent every year. I have been living in your home for the last five years. I have always taken care of your home as my own and I have some valuable memories attached to this house.

However, this year, I am facing some financial constraints due to which I would request you to not increase the rent. This would be a great favor from your end and I can promise you to increase the rent myself once I am able to.

Please let me know your thoughts on this matter.

Sincerely,

Tenant’s Name, Tenant

Street Address

City, ST ZIP Code

Phone

Email

Enclosure