Date

Tenant’s Name

Street Address

City, ST ZIP Code

Dear Landlord’s Name:

Hope the business is going well.

I have been working hard to make the shop run at its highest profits. Since winter season has kicked in, the sales have really gone down. I have been trying all types of tactics to attract customers but all in vain.

I have been using your shop ever since I started my own business. I made good profits in the last few months and always paid my rent on time. But I am facing some serious cash flow issues this year. So, I would request you to reduce my rent. I know this might be hard for you too but considering my losses, it would be a great help from your side.

Please let me know how you think about this.

Sincerely,

Tenant’s Name, Tenant

Street Address

City, ST ZIP Code

Phone

Email

Enclosure