To,

John Harry,  
H-78, Street 9  
Airline Society, Michigan, USA

15-04-20XX

Subject: Request for a reduction in house rent

Dear John,

I just received your letter in which you have requested to reduce the house rent owing to your financial crisis and inflation problem. I know you have a big family to feed and have to work hard in order to make both ends meet. Still, I am sorry to say that I cannot accept your request at this time. You know that my situation is not different from you as I am a retired person and my sole source of income is that amount which I am taking as rent from different tenants. Keeping in view my condition, you should not have forwarded this kind of request to me because we have already signed an agreement about rent.

Such hard times may come in one’s life when one has to face a great loss in business. Losing hope and seeking sympathy is not a better option particularly when you have signed a written agreement with someone. You should have understood all pros. and cons. of the agreement before signing it. Now you have no other choice but to pay the full rental amount. I assure you that acting like this will increase your chances of survival and you will also overcome that loss which you faced in your business.

For a retired person like me, it is not possible to entertain your request for a reduction in house rent. Kindly pardon me and pay the current amount of rent. I hope you will understand my situation and pay the rent on time.

Pay my regards to everybody at home.

Yours sincerely,

Anderson.