To,

Morrison,  
P-76, Street no. 15  
Near old Mc Gregory tower, Michigan State, USA.

Subject: Request for a rent freeze

Dear John,

I am Anderson and I am running my own business in one of your shops on rent. As per the agreement, our contract is ending next Sunday but I want to prolong my stay for two more years. Yesterday, I received a letter from you about the increase in rent in case I wanted to extend the contract for the next year. I was expecting that you would not increase the rent while renewing the contract though it is in accordance with the existing government policy.

No doubt, I was getting good profits from my business, but the current year has proved itself fatal for many business owners like me. The outbreak of Coronavirus has prompted the government to impose lockdown throughout the country. Consequently, all shops in the city have closed and the customers nowadays are preferring online shopping rather than going outside for the same purpose. Closure of my business and shop has resulted in a disastrous decrease in my income. It is almost impossible for me to comply with your proposal for the rent increase.

I hereby request you to freeze my rent instead of increasing. I know it is your full right to increase the rent amount every year, but the current situation has rendered me helpless and I cannot afford this much increase in length. Please think about your decision again. I shall be very thankful to you for this greatness.

Please inform me about your decision over this matter.

Yours truly,

Johnson

09-04-20XX