To,

Andrew John,  
P-54, Street No. 4  
Near City Tower, Michigan.

**Subject**: **Request for rent reduction due to COVID-19**

Dear John,

You cannot get through my level of embarrassment that I am feeling while writing you this letter. The reason is that I had never been in such a panic situation before. You know that outbreak of the Coronavirus has serious impact on society. It has not only played havoc with the lives and health of millions of people from around the world but also rendered them helpless and jobless. I am, through this letter, making a humble request for a reduction in home rent. Please don’t consider it a bargain.

One of the directions passed from the health department is to keep a reasonable social distance from each other and it has made it difficult for the people running their business and daily life routines. I have been facing the worst financial crisis since the day when the official announcement for the lockdown was made. The irony of fate was that the company where I used to be an employee, closed and I had to spend a lot amount of time in order to find a new job. In doing so, I spent all of my savings. By the mercy of God, I am successful in getting a new job but the salary I am being paid is lesser than the previous one. I am, at the same time, looking for new and better job opportunities.

Owing to the situation, I am unable to meet my normal daily expenses because my current salary is insufficient to make both ends meet. I hereby request you to reduce my rent by 20 percent for the next six months and help me solve my financial problems. I assure you that after the said period, you will have every right to increase the rent up to an acceptable limit.

I will highly appreciate and remember your help in my tough time.

Yours truly,

Anderson  
09-04-20XX