19-05-20XX

John Alex  
22-H, Hide Park, Michigan

Subject: Request letter to reduce shop rent

Dear Stewart,

I am writing this letter to ask for a favor in terms of reduction is shop rent. You must be well aware of the fact that with the current downturn of the national economy. It has hit hard for small retail business owners like me. I have three school-going children. After the current economic crunch, my income has not been up to the mark. Owing to the financial crisis, I am not able to pay the existing rent.

I have been running my business in your shop for three years and I never asked you for such a favor. I don’t really want to leave this place and would like to continue my business here. I request you to entertain my request and reduce the rent.

Regards,

Anderson.