To,

Mr. Landlord,

Shop no. XYZ,

[Property’s Address]

Subject: Request letter for the decrease in commercial rent due to economic pressure under the current pandemic

Sir/Madam,

I am writing this letter to you with sheer embarrassment as I am currently not in the financial state fit for the payment of our fixed rent amount for your property under my use.

Because lockdown has blown away my earnings without bringing any rest to my everyday expenditure, I am ashamed to say that my current savings only allow me to pay 70% of the due rent fixed between us. I have all my stockpiled up in the rented space and cannot afford to shift it anywhere else under these uncertain times. Under this problematic state of affairs, I think only you can help me by decreasing the amount payable to you from my side as rent. We can go back to the previous course of payment once the lockdown is lifted.

I apologize for the trouble but with a hope that you will understand what I am going through. It will be kind of you to accept my request letter.

Your sincerely,

XYZ