To

[The Landlord]  
[Address]  
[City, STAT, Zip]

Subject: Request letter not to increase the rent due to crises

Dear Alex,

My purpose behind writing you this letter is to forward a formal request not to increase the rent for the new year due to crises. I had never thought of writing you like this because we have been enjoying landlord-tenant relations for the last three years. Neither I nor you gave me any chance of complaint regarding rent payment.

You must be well aware of widespread COVID-19 which has played havoc not only with the lives of millions of the people but also caused a downturn in the world’s economy thus rendered the masses helpless. I run my own business in your shop which has been closed for the last three months due to severe lockdown. Regardless of business closure, I am paying rent to you without any complaint. The new year is about to start, and you have full rights to increase the rent up to 10 percent as mentioned in our contract. Since we all have been restricted to homes and I have not earned even a single penny during the lockdown, you are requested not to increase the rent for the upcoming year. This will be a great virtue from your side.

I hope you will consider my request and give me a chance to say, ‘thank you’.

Yours truly,

[Your Name]