To

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

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

Dear Johnson,

In response to your letter I received yesterday in which you have asked me for an increase of 10 percent in existing rent, I am penning you this letter as a request not to increase the rent for the upcoming year. I am running a small business in your shop and despite my tireless efforts, I have not been able to earn enough income due to the poor economic situation prevailing in the country. I have four school-going children as well and have to face a lot of difficulties in order to make both ends meet.

I know you have your own rights as a landlord in terms of increasing the rent. Keeping in view my poor financial condition, I request you not to increase the rent for the coming year. I have been with you for the last three years and had never asked for such a favor before. Please consider my request and inform me as soon as possible about your decision in this regard.

Yours sincerely,

[Your Name]