18 July 20XX  
Joseph Lucas  
Massachusetts, HJ89

Dear Mr. Lucas,

I hope you will be fine. I had received your notice of increasing rent last week. My purpose behind writing this letter is to forward a formal request to not to increase the rent for this year due to crises. I was not expecting ever to write on these terms to you as since the last five years we are having strong landlord-tenant relations. In this time span not for a while, I gave you any complaint regarding payment of rent.

As you know that due to global COVID-19 pandemic all types of businesses have faced a great downfall. It not only has taken thousands of lives of the people but also has caused damage to the worldwide economy and has left people helpless. Due to the strict implementation of lockdown, your shop in which I am running my own business is closed for the last four months. Despite all this, I did not give any complaint to you regarding rent payment and paid you each month on time. As this was the start of New Year so it was your basic right to increase the rent as per the agreement signed by me and there is no denying the fact in it. Now we all are compelled to sit in our homes for an unknown time and in these four months, I did not earn even a single penny.

While you are demanding rent increase so it’s my request to you to freeze the rent for this year and it would be a great favor to me from your side. Once my business comes to its original standing I myself will increase the rent. I hope that you will understand me well as this is a time to stand for each other and to help others in this difficult time. Hoping to get a positive reply from your side! Thank you.

Regards,

John Jackson