18 July 20XX

Samuel David  
Manchester, UI 34

Dear Mr. David,

In response to your letter that I got last week you had asked me in it to increase the rent by up to 15 percent at the start of the coming month. Basically, the purpose of my penning this letter to you is not to increase the rent for a certain period. In fact, I was thinking to write you a letter about freezing the rent for three months and upon this, I received your letter about increasing the rental amount.

There is no denying the fact that I was earning good profit from my business, but the prevailing situation of COVID-19 has brought havoc for many people like me and all kinds of businesses have faced great downfall. Because of closing shops due to lockdown, the customers are in favor of online shopping instead of going outside for this purpose. It has also caused damage to my business and I am facing a great downfall, turmoil, and financial crisis nowadays. Due to all this, it is very difficult for me to abide by your plan of increasing rent. It is becoming very difficult for me to make both ends meet and I know this thing very well that you have the right of increasing the rent.

Keeping in view the above-mentioned circumstances, I request you to freeze the rent for three months.  I had never ever thought to write this to you, and we were on good terms for the last four years. I hope that you will consider this request of mine and will give me a chance to say thanks to you for giving the favor. I will regard your decision and hoping to get a positive response from you.

Regards,

Mathew Ryan