Date:

Name of the recipient:

RE: Request to reduce the rent due to financial crises

Dear (name of the landlord),

This letter is being written about a monthly rent payment of $2000 for ABC located in (mention the name of the city).

All company is going through a serious financial crisis because of COVID-19. We were forced to close our all production units to curtail the growth of the COVID-19 virus. Because of this, the company is unable to generate the revenue that is used to generate earlier. The company has also laid off many employees because of not being able to pay them their salary. It has become difficult for the company to survive in the current financial situation. A reduction in the rent amount can help our company be back on its feet.

I know that you might also be facing some financial issues due to the prevailing situation. I am looking forward to your response to a rent reduction.

Regards,

Your name  
Your signatures