To

[The Recipient Name]  
[Address]

Date:

I hope that you are doing well. I am writing this request letter to ask you to waive the rental fee for November and December. I know that this would not be easy for you, but my condition is worse off.

I am unable to manage my finances because I lost my job because the company decided to cancel the project that was not bringing good hopes due to the pandemic. We can see how the pandemic has impacted everyone’s business and personal life. Due to this, everyone is going through an extreme financial crisis.

I assure you that I will start paying you the rent as soon as the new year starts. I understand that this time is very difficult for everyone. However, your act of kindness will mean a lot.

Thank you so much for considering my request. I appreciate the fact that you understand we all are together in this testing time, and we all have to work through this time with each other’s cooperation so that we can beat this pandemic.

Regards,

[Your Name]  
[Address]

Signatures of the sender