

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a temporary rent concession due to the financial difficulties I have been experiencing as a result of the ongoing COVID-19 pandemic.

As you may be aware, the pandemic has significantly impacted many individuals and families, leading to unexpected job loss and reduced income. Unfortunately, I am currently facing similar challenges. My situation has made it difficult for me to meet my rent obligations in full.

In light of these circumstances, I kindly request a reduction in my monthly rent of [Amount] to [Proposed Amount] for the next [Duration] months. I believe this concession would greatly assist me in managing my finances during this unprecedented time.

I am committed to maintaining open communication and working with you to find a mutually agreeable solution. I truly appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,
[Your Name]