

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 decrease in my monthly rent due to several ongoing issues with the property that have significantly impacted my living conditions.

Specifically, I would like to bring to your attention the following issues:

- [Issue 1, e.g., "Leaking faucet in the kitchen that has not been repaired despite previous requests."]
- [Issue 2, e.g., "Heating system that has been malfunctioning during the colder months."]
- [Issue 3, e.g., "Pest issues that have not been addressed."]

These issues have led to increased expenses and a decrease in my quality of living. As such, I am requesting a reduction of [specify amount or percentage] in my monthly rent until these matters are resolved.

I appreciate your attention to this matter and hope we can come to a mutually agreeable solution. Please let me know a convenient time for us to discuss this further.

Thank you for your understanding.

Sincerely,
[Your Name]