

# Tenant Inquiry for Rent Concession

Date: [Insert 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 inquire about the possibility of a rent concession for my unit at [insert address of the rental property]. Due to [insert reason, e.g., unforeseen circumstances, financial difficulties, etc.], I am currently facing challenges in meeting the full rent payment.

Given the current situation, I kindly request your consideration in providing a temporary reduction in my rent or possibly allowing for a payment plan. I greatly value my tenancy and am committed to meeting my obligations to the best of my ability.

Thank you for considering my request. I would greatly appreciate the chance to discuss this matter further and explore possible options. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]