

[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 reduction in the lease terms for my apartment at [Apartment Address] due to [brief explanation of circumstances, e.g., unforeseen financial difficulties, job loss, etc.].

Given the current situation, I am facing challenges that make it difficult to meet the financial obligations of the lease. As such, I would greatly appreciate your consideration of a temporary reduction in my rent.

I value my residency and wish to continue our landlord-tenant relationship. I am confident that we can find a mutually beneficial arrangement that allows me to maintain stability during this challenging time.

Thank you for considering my request. I am open to discussing this matter at your earliest convenience and look forward to your response.

Sincerely,  
[Your Name]