[Your Name]

[Current Address]

[City, State, Zip Code]

[Date]

[Landlord’s Name or Company]

[Address]

[City, State, Zip Code]

Re: Request for Rent Reduction

Dear [Property Manager’s Name],

I hope you're staying healthy during this coronavirus crisis. I wanted to contact you today to ask if we could discuss your openness to a rent reduction. I am laid off because of COVID-19 and have been trying to stay current on rent and bills while on unemployment. My financial status hasn't been stable, and it is very difficult to keep up with everything.

I've lived here for**[# of years],** and I've always paid on time while keeping the property in good shape. I've been a respectful tenant to both staff and my neighbors. I want to continue to do so, and any relief you can provide can help me stay up-to-date with my rent. At this time, I'll be able to pay **[amount]**each month. Please let me know if this would be acceptable.

I know this isn't a standard procedure. I understand that many landlords are in a difficult position as well, so I very much appreciate any flexibility you can find for my lease. Please let me know your thoughts at your convenience. If you wish to discuss this further, do not hesitate to reach out.

Mahalo and take care,

[Signature]

[Name]

[Phone Number]

[Email]