**LETTER TO LANDLORD TO LOWER OFFICE RENT TEMPLATE.**

*[Your name]*  
*[Your phone number] (optional)*  
*[Your email address] (optional)*  
*[Your Current Address]*  
*[City, State, Zip Code]*

*[Landlord’s Name Or Apartment Company’s Name]*  
*[Landlord’s Address]*  
*[City, State, Zip Code]*

Re: Request to Reduce Monthly Office Rent Payment

*Dear [Landlord’s name/Property Manager’s name]:*

We/I like my Office and have become friends with other tenants. However, it would be difficult to pay the rent since it has impacted my/our business due to COVID-19.

As you our aware that that the Government has announced the lockdown due to COVID-19, We/I are also unable to use the office premises.

We/I have suffered huge loss in business and don’t even have the monies to pay salaries of the employees.

For the above-mentioned reasons, I am asking you to lower my rent from *[Current Rent Rate]* to *[Desired Rent Rate]*.

I have always been a responsible and trustworthy tenant. I have always paid my rent on time and kept my unit and surrounding areas clean.

Also, to help you avoid these expenses for the next two years if you agree to lower my rent, I am willing to*[Your Counteroffer e.g. “sign an extended lease”, “increase my security deposit”, “forego renovations” etc.].*

Finally, if you have any other ideas on how we can make this work, please let me know. You’ve always been a good landlord and I love my apartment, and ideally would like to continue renting it.

Please let me know what you think. I’m happy to continue this conversation in person.

Sincerely,  
*[Your Name]*