

Sample Rent Reduction Letter

Your Name
Current Address of Your Apartment with Unit Number
City, State, ZIP Code

Date

Landlord Or Apartment Company's Name
Address as Printed on Your Lease
City, State, ZIP Code

Re: Request to Lower Monthly Rent Payment

Dear (Contact's name),

I am contacting you to discuss lowering my monthly rent rate. I love living here, but lately, situations out of my control have impacted my monthly finances. A reduction in rent would go a long way to help me get back on track.

Prior to this, I have been a model tenant. I have always paid my rent on time and in full. I've maintained the apartment in good condition and I have been kind and respectful to both you and my neighbors. I don't believe you could ask for a more conscientious resident.

I have done my research into rents in the area, and I believe a slight reduction is reasonable compared to what others are paying. After speaking with some of my neighbors and examining rates for similar units in the neighborhood, I have a good idea of what is realistic, given the local market value.

I would like to request a [dollar amount here] reduction of my monthly rent, which is in line with the neighborhood average. I believe this is a fair rate and would help me retain residence here, which is very important to both of us.

There are also many benefits to you if I stay, including avoiding the expense and hassle of listing the vacancy, readying the apartment for a new tenant, going through the application process and the possibility of lost rental income while you search for a new tenant.

In exchange for your generosity, I would like to know if there is something I could do for you, as well. If you wish, I could pre-pay the first month or two of the new rate, sign a longer lease commitment or extend the termination notice time an extra month or two. I'm open to ideas.

I do enjoy living here, but I can save money by moving elsewhere. I am hoping it doesn't come to that and we can agree on new terms. Please let me know your thoughts as soon as possible.

Thank you,

Your Name and Signature
Apartment Address and Unit Number
Phone Number
Email Address