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# YOUR COMPANY NAME

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Date

Street Address  
City, ST ZIP Code

Dear Landlord:

During these challenging financial times, we will need to request a reduction in our rent. We are proposing \$\_\_\_\_\_ instead of the usual \$\_\_\_\_\_ that we have originally agreed to.

We will need to have this provision in place for the next 3 months to ensure that we can afford to continue on as a viable business.

We ask your courtesy during these times and are willing to extend our lease at the usual and full rate for the number of additional months that have been discounted, if desirable to you to assist with the recoupment of this requested provision.

Please acknowledge if this will be acceptable to you and we will pay the updated amount as usual on the x day of each month.

Thank you again for your consideration.

Sincerely,

Your Name

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# YOUR COMPANY NAME

---

Date

Street Address  
City, ST ZIP Code

Dear Landlord:

During these challenging financial times, we will need to request a waiver of rents. We will need to have this provision in place for the next 3 months to ensure that we can afford to continue on as a viable business.

We ask your courtesy during these times and are willing to extend our lease at the usual and full rate the number of additional months forgiven, added to the end of our agreed term, if desirable to you to assist with the recoupment of this requested provision.

Please acknowledge if this will be acceptable to you ASAP.

Thank you again for your consideration.

Sincerely,

Your Name