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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to request a reduction of rent because the landlord is doing work on your property or a neighbouring property. Use this letter ONLY if the landlord’s work interferes with your reasonable peace, comfort or privacy.There is no automatic right to a reduction in rent. However, a Tenancy Tribunal will often order a reduction if it agrees that your quiet enjoyment has been affected by the landlord’s work. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: REQUEST FOR A TEMPORARY RENT REDUCTION – [TENANCY ADDRESS]**

I am writing to request a reduction of my rent (i.e. an abatement of rent). This is because my quiet enjoyment of the property is being affected by work that you are doing.

The work is interfering with my quiet enjoyment in the following way:

[DESCRIBE THE WORK AND THE EFFECT IT IS HAVING ON YOU]

I appreciate that you need to undertake the work. However, the quality of my enjoyment is less than what we contracted to at the start of the tenancy.

Please contact me to discuss a reduction to my rent until the work is completed. I look forward to hearing from you. Thank you for considering this request.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]