|  |
| --- |
| *WARNING:* 1. Use of this letter in any way is subject to the terms and conditions of the copyright owner, which can be found here: <http://aclc.org.nz/terms-and-conditions/>
2. The copyright owner has permitted use of this letter for the purpose of helping people to resolve their own legal issues.
3. Providing this letter and permitting its use does not amount to legal advice and is not an adequate substitute for legal advice.
4. The copyright owner has taken reasonable efforts to ensure this letter is legally accurate and up-to-date. However, the copyright owner takes no responsibility for errors, omissions, or consequences for the manner in which the letter is used.
5. We strongly recommend that you obtain independent legal advice before using this letter.

*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 an abatement of rent if the rental premises have been partially destroyed or uninhabitable.  |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: REQUEST FOR A PARTIAL ABATEMENT OF RENT – [TENANCY ADDRESS]**

I am writing to request a reduction of my rent (i.e. an abatement of rent). This is because the property is partially uninhabitable.

The property is partially uninhabitable for the following reasons:

[DESCRIBE WHY YOU CAN NOT USE PARTS OF THE PROPERTY]

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

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]