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[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]