[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 temporary reduction of my rent as the Covid-19 pandemic has reduced my income significantly.

I have [lost my job OR had my hours cut OR been placed on the government wage subsidy]. [Optional: Other people contributing to our household income have also had their income reduced].

I have taken steps to minimise the effect of these changes. [DESCRIBE STEPS TAKEN: eg I have applied for an accommodation supplement/WINZ has increased by accommodation supplement/WINZ has increased the rate of my benefit].

Despite taking steps to minimise the loss of income, I still have an overall reduction of [insert total lost income: $xx].

We are also facing additional costs as a result of Covid-19 and the oncoming winter. [DESCRIBE THESE COSTS]. I am extremely worried about my situation.

I would appreciate it if you would agree to a reduction in rent equivalent to the loss of income I have experienced. I have been your tenant for [insert period of time] and met my obligations to you previously. A reduction in rent at this time would be greatly appreciated.

I recognise you may also have experienced a change in circumstances. I am aware people with mortgages can apply for repayment holidays. This means they do not have to pay principal and interest for the next 6 months.

If you cannot agree to the amount I am suggesting, there are other options available. For example, I may be able to contribute additional money on top of my normal rent payments once my income has returned to normal. This would allow you to recoup some of the losses you have experienced in the short-term.

In terms of the duration of the rent reduction, I suggest an initial three months. If my income increases during that period, I promise to tell you and am happy to renegotiate our arrangement.

I look forward to hearing from you. Thank you for considering this request.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]