

Name:

Address:

E-mail/Phone:

Date:

To:

Landlord/Letting Agency/Agent Name:

Landlord/Letting Agency Address:

Request for Temporary Rent Adjustment Due to Financial and Personal Hardship

Dear _____,

I am writing to request your understanding and temporary support regarding my rent payments for the property at _____.

Due to recent personal and financial difficulties, including: _____ I am currently struggling to meet the full rental amount as agreed. This is a temporary situation, and I am doing everything possible to stabilise my circumstances. In the meantime, I respectfully ask whether you would consider:

- A **temporary reduction in rent** for a period of _____
or
- An agreed **payment plan** to catch up gradually without defaulting or incurring late penalties

Throughout my tenancy, I have made every effort to maintain the property and pay rent reliably. I would be deeply grateful for a short-term adjustment to avoid falling into arrears or facing unnecessary disruption. Please be assured that I remain committed to:

- Communicating transparently
- Resuming full payments as soon as I am able
- Working with you to reach a respectful and manageable solution

If needed, I can provide supporting documentation or a short letter from my _____ outlining my current situation. I am also happy to sign a written agreement regarding any temporary terms we agree on.

Thank you very much for your understanding and for taking the time to consider my request. I kindly ask for your response within **14 days** so that I can plan accordingly.

Warm regards,

Name

Signed

(I will keep a copy of this letter and proof of delivery.)