

Landlord Communication – Rent Adjustment or Deferment Request



This template helps business owners approach landlords or property managers to request rent flexibility during times of financial distress. It's designed to preserve the relationship while asking for practical support.

1. Landlord or Property Manager – Rent Support Request

****Purpose:**** To request a temporary rent reduction, deferment, or payment plan.

****Email Template:****

Subject: Request for Temporary Rent Support

Dear [Landlord/Property Manager Name],

I hope you're well. I'm reaching out to discuss our current rental agreement at [property address]. As you know, we've always made efforts to meet our obligations on time.

Due to current financial challenges, we're reviewing all our outgoings and are requesting your consideration for a temporary adjustment to our rental terms. Specifically, we are asking if you would consider a short-term rent reduction or deferment over the next [X months] to help us manage cashflow and remain operational.

Our intention is to maintain the tenancy and meet all obligations in full as soon as our position improves. We are actively restructuring and exploring all viable options to strengthen our trading position.

Please let us know if this is something you'd be willing to discuss. We value your support and are happy to formalise any agreement needed.

Kind regards,

[Your Name]

[Your Business]

[Contact Details]

2. Phone Script Guidance

- Begin with appreciation and professionalism
- State the issue simply and clearly
- Request rent support (reduction, deferment, or plan)
- Be open to a phased or partial solution
- Emphasise commitment to the tenancy