[Your address]

[Date]

Dear **[landlord name]**

As you’re aware I have always been a good tenant and paid my rent on time.

I need to tell you about a change in my situation due to **[the reason]**.

I would like to ask if you would consider a reduced rent payment next month.

I can pay £**xxx**

I expect my money problems to be short term and have taken the following steps already:

**[Explain what you have done. For example, got a job offer or interview, looked for work, applied for benefits to help with rent].**

I will keep you updated and be in touch next month to discuss future rent payments.

I look forward to your response.

**[Your name]**