[Your address]

[Date]

**[Your landlord’s name]**

**[Your landlord’s address]**

To **[your landlord’s name]**,

I am writing to tell you about a change in my income due to **[the reason]**.

I will need to negotiate a payment amount for my rent due on **[the date your next rent payment is due]**.  
  
I am taking these steps to increase my income: **[Include anything that applies, for example, you are looking for work or have applied for universal credit]**

I can pay you **£xx**for **[how long you will pay this amount]**.  
  
I look forward to your response.

I will keep you updated on changes to my situation and contact you next month to discuss future rent payments.

**[Your name]**

**[Your phone number]**