

[Your Name]  
[Your Business Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Landlord/Property Manager Name]  
[Company Name]  
[Address]  
[City, State, Zip Code]

Re: Rent Reduction Proposal for [Business Address/Suite Number]

Dear [Landlord Name],

I am writing to you regarding my lease at [Address] to discuss a temporary or permanent adjustment to my current rental rate.

Over the past [Number] months, we have successfully increased our daily foot traffic by [Percentage]%. While this growth is a positive sign for the vibrancy of the building and the local area, the costs associated with managing this high volume of customers have risen significantly.

Our business acts as a major anchor for this location, drawing consistent crowds that benefit neighboring tenants and increase the overall visibility of your property. However, to maintain this level of activity and remain competitive, we need to align our overhead costs with our current margins.

I am proposing a rent reduction of [Percentage]% or [Amount] per month, effective [Date]. This adjustment would allow us to continue investing in the marketing and operations that drive high traffic to your building.

I value our relationship and would like to stay at this location for the long term. I am available to discuss this proposal further at your earliest convenience.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]  
[Your Email]