

[Your Name/Business Name]

[Business Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Landlord Name or Property Management Company]

[Landlord Address]

[City, State, Zip Code]

RE: Commercial Lease Renegotiation for [Property Address/Suite Number]

Dear [Landlord Name],

I am writing to you as the tenant of the above-referenced property to formally request a temporary renegotiation of our current lease agreement due to significant financial hardship resulting from a recent business downturn.

As a result of [briefly mention cause, e.g., market shifts, supply chain issues, or local economic conditions], our business has experienced a [Percentage]% decrease in revenue over the last [Number] months. This has made it increasingly difficult to meet our full monthly rent obligations while maintaining operations.

We value our relationship with you and our location at [Property Name]. To ensure the long-term viability of our business and our continued tenancy, we would like to propose the following temporary adjustments:

- [Option 1: A temporary rent reduction of X% for the next X months]
- [Option 2: A partial rent deferral to be repaid over the final year of the lease]
- [Option 3: Moving from a fixed base rent to a percentage-of-sales model]

We are committed to transparency and are prepared to provide financial statements or profit and loss reports to substantiate our current situation. Our goal is to reach a mutually beneficial agreement that allows us to weather this period and return to full strength.

Please let us know when you are available to discuss these options. We appreciate your understanding and your partnership during this challenging time.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Position]