

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Management Name]
[Landlord Address]

RE: Notice of Rent Reduction Due to Loss of Amenities

Dear [Landlord Name],

I am writing to formally request a reduction in my monthly rent for the property located at [Your Address]. This request is being made due to the loss of access to the following amenities originally included in my lease agreement:

- [Description of amenity, e.g., Swimming pool, Gym, Parking space, Laundry room]

The aforementioned amenity has been unavailable since [Date the loss began]. As these facilities were a factor in the agreed-upon rental price, their absence represents a decrease in the value of the housing services provided.

I am requesting a rent reduction of \$[Amount] per month until the amenity is fully restored and available for use. This would bring my monthly rent payment to \$[New Total Amount] effective starting [Date].

Please provide written confirmation of this adjustment by [Date]. I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]