Use this letter to negotiate with your landlord for a reduction in the monthly rent

Enter the date and your landlord's name and address in these boxes

Dear

Enter the address of your rented property/

I currently rent a property from you at the following address:

Let your landlord know how much housing benefit you are entitled to and what your weekly shortfall is.

I rely on housing benefit to help me meet my housing costs. Unfortunately, the Local Housing Allowance rates for this area mean that I am only entitled to Ã of housing benefit each week. This leaves me with a shortfall of Ã

I intend to request a Discretionary Housing Payment from the Housing Executive but this application may not be successful and will only be awarded for a short period. I would like to know if it would be possible to reduce the monthly rent to a more affordable level.

If you are unable to reduce the rent, I may not be able to stay on in the property on a long term basis. I would appreciate it if you would contact me to discuss this matter.

Tenant(s)