[Your name and address]

[Date]

[Lessor/agent’s name and address]

Dear      ,

**Rent reduction for** **[address of premises]**

I am writing to express my concern that rent has been increased excessively for the above premises. I would like to negotiate with you to lower or withdraw the rent increase on the following grounds:

* Rents for similar premises int he same or a similar area are lower
* The estimated capital value of the premises at the date of the application
* The lessor's outgoings in respect of the premises
* The estimated costs of any services provided by the lessor or tenance under the agreement
* The value and nature of furnishings, fixtures and facilities provided with the premises for use by the tenant
* The accommodation provided in the premises
* The general condition and state of repair of the property
* Any other relevant matter

If I do not hear from you within seven days I will consider applying to the Magistrates Court for an order that rent is excessive.

I hope we can negotiate a solution rather than proceed to court. Please contact me on [phone number] if you have any questions about the contents of this letter.

I look forward to hearing from you.

Yours sincerely,

[Your name]