Business Letter Reply to Request

Company Name

[Contact Name]

[Address]

[City, State, Zip Code]

[Date]

[Mr./Ms.] [Last Name],

Thank you for your letter requesting a rent reduction. I will visit the premises and inspect the faults myself. It is possible that I could invest in a false ceiling to prevent leaking in the kitchen. However, I cannot accept your request for a rent reduction at this time since the rent is based on current market rates.

Please advise me when you will be available at the location next week so that I may come and inspect things for myself. Perhaps, I will set everything straight right then and there.

With warm regards.

Yours Sincerely,

[Signature]

[Your Name]