Address of sender

 **Registered mail**

 [Address of landlord]

**Rent reduction** [Place, date]

Dear Sir or Madam,

The Federal Office for Housing has lowered the reference interest rate from ...% to ...%.

I therefore kindly ask you to reduce my net rent accordingly with effect from the next possible termination date, also taking into account any previous reductions of the mortgage rate that have not been passed on, yet.

I thank you in advance for your assistance and a written confirmation within 30 days.

If you will not or only partially comply with my request, please provide a written motivation for your decision.

Thank you very much for your efforts.

Kind regards,

[Name and signature]