

# Office Space Leasing Negotiation

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to discuss the leasing terms for the office space located at [Office Address]. After reviewing the proposed lease agreement, I would like to propose a few adjustments for our consideration.

## Proposed Terms:

- Monthly Rent: [Proposed Amount]
- Lease Duration: [Proposed Duration]
- Maintenance Responsibilities: [Proposed Terms]

We believe these adjustments would create a mutually beneficial arrangement and ensure a positive relationship moving forward. I am looking forward to discussing this further and hope we can reach an agreement that meets both our expectations.

Thank you for your attention to this matter. Please let me know a convenient time for us to meet or discuss this over the phone.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]