

# Request for Modifications to Office Space Lease

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Landlord/Property Management Company Name]

[Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request modifications to our current office space lease for [Office Address or Suite Number], which we entered into on [Start Date of Lease].

Due to [brief explanation of the reason for modifications, e.g., changes in team size, operational needs, etc.], we would like to propose the following modifications:

- [Modification 1: description of change]
- [Modification 2: description of change]
- [Modification 3: description of change]

We believe that these modifications will enhance our productivity and align better with our current needs. We are open to discussing these changes and any adjustments you may suggest.

Please let us know a convenient time for you to discuss this matter further. We appreciate your consideration and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]