

Rental Application for Leaseholder Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Landlord/Property Manager's Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Leaseholder Adjustment

Dear [Landlord/Property Manager's Name],

I hope this letter finds you well. I am writing to formally request an adjustment to my leaseholder details for the property located at [Property Address].

As of [Effective Date], I would like to add/remove [Name of the individual to be added or removed] as a leaseholder. The reason for this request is [brief explanation of the reason].

I believe this adjustment will help facilitate the management of the property and ensure compliance with the lease agreement.

Attached to this letter are any necessary documents to support my request. I would greatly appreciate your prompt attention to this matter and look forward to your approval.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]