

Tenant Improvement Request Form

Date: [Insert Date]

To: [Insert Facility Manager's Name]

From: [Insert Tenant's Name]

Subject: Tenant Improvement Request for [Specify Educational Facility]

Request Details:

I, [Tenant's Name], representing [Tenant's Organization/Department], would like to formally request the following tenant improvements for the educational facility located at [Insert Address].

Proposed Improvements:

- [Describe Improvement 1]
- [Describe Improvement 2]
- [Describe Improvement 3]

Justification for Improvements:

[Provide a brief explanation of the necessity and benefits of the requested improvements.]

Proposed Timeline:

[Insert proposed start and completion dates for the improvements.]

Budget Estimate:

[Optional: Include an estimated budget, if applicable.]

Contact Information:

If you have any questions or require further information, please feel free to contact me at:

Email: [Insert Email]

Phone: [Insert Phone Number]

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Tenant's Name]

[Tenant's Title]

[Tenant's Organization]