

Tenant Improvement Request Form

Date: [Insert Date]

To: [Landlord's Name]

From: [Tenant's Name]

Property Address: [Property Address]

Subject: Tenant Improvement Request for Medical Office

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request tenant improvements to be made in the medical office located at [Property Address]. After assessing the current space, I believe that certain modifications are necessary to ensure compliance with medical standards and enhance functionality for our patients.

Proposed Improvements:

1. Installation of additional exam rooms
2. Upgrade to the HVAC system to improve air quality
3. Implementation of ADA compliant facilities
4. Renovation of the waiting area for increased comfort

We believe that these enhancements will not only benefit our practice but also increase the value of the property.

Please let me know a suitable time for us to discuss this proposal further. I appreciate your attention to this matter and look forward to your positive response.

Thank you.

Sincerely,

[Tenant's Name]

[Tenant's Contact Information]