

Retail Lease Amendment Discussion

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally discuss potential amendments to our existing retail lease agreement for the property located at [Property Address]. As our business continues to evolve, we believe it would be beneficial to reassess certain terms of the lease to better suit our operational needs.

Specifically, we would like to address the following points:

- Modification of the rental payment structure.
- Adjustment of lease duration and renewal options.
- Clarification on maintenance responsibilities.

We value our partnership and are committed to maintaining a positive relationship moving forward. I believe that these amendments could lead to a mutually beneficial arrangement. I would appreciate the opportunity to discuss this matter further and explore viable options.

Please let me know your available times for a meeting within the next week. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]