

# Lease Negotiation Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Municipal Office Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Property Owner/Management Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to discuss the terms of the current lease agreement for the office space located at [Property Address]. As we approach the end of the lease term on [Lease End Date], we would like to initiate a negotiation to ensure a mutually beneficial arrangement moving forward.

We appreciate your ongoing support and the favorable terms we have had thus far. However, due to [state reason for negotiation, e.g., budget constraints, need for additional space, etc.], we believe it is necessary to revisit specific terms of our existing agreement.

We would like to propose the following adjustments:

- Reduction of monthly rent from [Current Rent] to [Proposed Rent].
- Extension of lease term for an additional [Number of Months/Years].
- Inclusion of [any additional clauses, e.g., maintenance responsibilities, parking arrangements, etc.].

We believe these adjustments will provide a fair resolution while allowing us to maintain our operation effectively within the community.

Please let us know a convenient time for us to meet and discuss this proposal further. I am confident we can come to an agreement that satisfies both parties.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Municipal Office Name]

[Contact Information]