

# Lease Agreement Negotiation Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the lease agreement for the co-working space located at [Address of the co-working space]. After reviewing the proposed terms, I believe there are a few areas where we could negotiate to better align with our business needs.

Specifically, I would like to address the following points:

- Lease Duration: [Insert preferred duration]
- Monthly Rent: [Insert proposed amount]
- Included Amenities: [List any additional amenities needed]
- Flexibility on Lease Terms: [State any particular flexibility needed]

I believe that by adjusting these terms, we can foster a mutually beneficial agreement that meets both our needs and ensures a successful partnership moving forward.

Thank you for your time and consideration. I am looking forward to your response and hope we can set up a meeting to further discuss these adjustments.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]