

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this letter finds you well. I'm writing to discuss the lease agreement for the commercial space located at [Property Address]. After reviewing the terms outlined in the initial proposal, I would like to propose some adjustments to better align with our business needs.

Specifically, I would like to address the following points:

- **Rent Amount:** I propose a monthly rent of [Proposed Rent Amount], considering [Reasoning for Proposed Rent].
- **Lease Term:** I would prefer a lease term of [Desired Lease Term] rather than [Original Lease Term].
- **Maintenance Responsibilities:** Clarification on who will be responsible for certain maintenance costs is necessary.

I believe that with these adjustments, we can establish a mutually beneficial agreement. I am open to discussing these points further at your earliest convenience. Please let me know when you are available for a meeting.

Thank you for considering my proposal. I look forward to your response.

Sincerely,
[Your Name]