

# Letter of Lease Agreement Negotiation

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to discuss the lease agreement for the office space located at [Office Address]. After reviewing the terms, I would like to propose some adjustments for consideration.

1. **\*\*Lease Duration\*\***: I suggest extending the lease term to [Proposed Duration] to create a more stable arrangement for both parties.
2. **\*\*Monthly Rent\*\***: Given the current market rates, I propose a monthly rent of [Proposed Rent Amount].
3. **\*\*Maintenance and Repairs\*\***: I would appreciate if the responsibility for certain repairs could be included in the lease agreement.

I believe these adjustments will lead to a mutually beneficial agreement, and I am open to discussing these points further. Please let me know a convenient time for you to meet or discuss over the phone.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]