

Long-Term Lease Agreement Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Company Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request a long-term lease agreement for the office space located at [Office Address]. As [Your Company Name] continues to grow, we require a stable and conducive environment to enhance our operations.

We are interested in a lease period of [Insert Duration, e.g., 3 years] and would like to discuss the rental terms, including monthly rent, maintenance responsibilities, and any additional fees that may apply. Our business model aligns well with your property, and we believe this would be a mutually beneficial arrangement.

Please let us know a convenient time for you to meet or discuss this request further. We look forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]