

[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 message finds you well. I am writing to formally request an adjustment to the terms of my rental agreement for the property located at [ rental property address].

Due to [brief explanation of circumstances, e.g., financial changes, job relocation, etc.], I would like to propose the following adjustments:

- [Proposed change 1]
- [Proposed change 2]
- [Proposed change 3]

I believe these adjustments will help maintain our positive landlord-tenant relationship while addressing my current circumstances. I am open to discussing this matter further at your convenience.

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

Sincerely,  
[Your Name]