

[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 amendment to my lease contract for the property located at [Property Address]. Due to [briefly explain the reason for the amendment, e.g., changes in financial circumstances, need for longer lease term, etc.], I would like to propose the following changes to the existing agreement:

- [Specify the amendment, e.g., change in rent amount, alteration of lease duration, etc.]
- [Additional details of the proposed changes]

I believe that these adjustments will be mutually beneficial and will help facilitate a positive living arrangement. I appreciate your consideration of my request and look forward to discussing this matter further. Please let me know a convenient time for us to meet or talk.

Thank you for your attention and understanding.

Sincerely,

[Your Name]