

[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 a negotiation regarding the terms of my lease for the property located at [Property Address], which is set to expire on [Expiration Date].

Due to [brief explanation of reasons for negotiation, e.g., financial circumstances, market comparisons, etc.], I would like to discuss the possibility of [specific changes you are seeking, e.g., a rent reduction, extension of lease duration, etc.].

I believe that a discussion could be beneficial for both parties, and I am open to exploring various options that could lead to a satisfactory agreement.

Please let me know a convenient time for us to meet or discuss this matter over the phone. I appreciate your consideration and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]