

# Formal Request for Guest Rental Rights

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the rights to host guests at my rental property located at [Property Address]. Due to [reason for request, e.g., family visits, business travel], I believe it is essential to have the ability to invite guests regularly.

I understand the importance of adhering to the rental agreement and assure you that I will ensure all guests comply with the property rules and regulations to maintain the integrity of the property.

I kindly request your approval of this arrangement. I am open to discussing any conditions you may wish to impose regarding guest access and will ensure they are strictly followed.

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

Sincerely,

[Your Name]

[Your Address Line 1]

[Your Address Line 2]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]