

[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 consideration for flexibility regarding the terms of my lease at [Property Address].

Due to [brief explanation of circumstances, e.g., a job change, financial difficulty, personal reasons], I am seeking adjustments to my lease terms, specifically regarding [specify the changes you would like, e.g., a reduced rent, a month-to-month agreement, etc.].

I value my residency at [Property Address] and am committed to finding a solution that works for both parties. Please let me know if we can discuss this matter further at your earliest convenience.

Thank you for your understanding.

Sincerely,
[Your Name]