

# Lease Amendment Letter

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

Re: Amendment to Lease Agreement for [Property Address]

I am writing to formally request an amendment to the lease agreement signed on [Original Lease Date] for the property located at [Property Address]. The details of the amendment are as follows:

- **Change 1:** [Details of the first change]
- **Change 2:** [Details of the second change]

These amendments are necessary for [reason for amendments]. I believe that these changes will benefit both parties and I am hopeful for your cooperation.

Please confirm your acceptance of these amendments by signing below at your earliest convenience. If you have any questions or further adjustments, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

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[Landlord's Name], Landlord

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[Your Name], Tenant