

# Request for Leasing Terms Breakdown

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a detailed breakdown of the leasing terms for [specific property or item] that we discussed on [date of discussion]. This information will assist me in evaluating the options available and making an informed decision.

Specifically, I would appreciate if you could provide the following details:

- Monthly lease amount
- Duration of the lease
- Any upfront costs or deposits
- Maintenance and repair responsibilities
- Insurance requirements
- Any additional fees or charges

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]