

[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],

Subject: Request for Modification of Rental Agreement

I hope this message finds you well. I am writing to formally request a modification to our current rental agreement for the property located at [Rental Property Address].

Specifically, I would like to discuss the following changes:

- [Detail the first modification requested, e.g., rental amount, lease duration, or terms of payment]
- [Detail the second modification requested, if applicable]
- [Continue with additional modifications as necessary]

I believe these modifications will benefit both parties and ensure a more harmonious rental experience. I am open to discussing this further at your earliest convenience and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]