

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]
Subject: Rental Agreement

Dear [Landlord's Name],
I am writing to formalize the rental agreement between us regarding the property located at [Property Address]. Below are the terms we have discussed:

1. **Rent Amount**: \$[Amount] per month
2. **Lease Duration**: [Duration, e.g., 12 months]
3. **Start Date**: [Start Date]
4. **Security Deposit**: \$[Amount]
5. **Utilities Included**: [List of included utilities, e.g., water, electricity]
6. **Maintenance Responsibilities**: [Landlord/Tenant responsibilities]
7. **Termination Notice Period**: [Notice period, e.g., 30 days]

Please confirm that you agree to these terms by signing below and returning a copy to me.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]

[Landlord's Signature]
[Date]