

[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: Lease Negotiation for [Property Address/Commercial Flat Name]

I hope this message finds you well.

I am writing to discuss the lease terms for the [specific details about the commercial flat, e.g., "3rd-floor office space at [Property Address]"] that we recently discussed. After reviewing the initial lease agreement and considering the current market conditions, I would like to propose the following adjustments to facilitate a mutually beneficial arrangement:

1. ****Lease Duration****: I would appreciate if we could extend the lease term to [proposed duration], as this aligns better with our business plans.

2. ****Monthly Rent****: Considering [reason for proposed rent adjustment, e.g., comparable market rates, facility updates], I propose a monthly rent of [proposed amount].

3. ****Modifications to the Space****: I would like to discuss the possibility of making [briefly state proposed modifications or improvements], which I believe will enhance the property's appeal and functionality.

4. ****Additional Considerations****: [If applicable, mention other requests such as parking, maintenance responsibilities, etc.].

I am confident that these adjustments would not only benefit my organization but also enhance the relationship between us as landlord and tenant. I would appreciate the opportunity to discuss this further and look forward to your response.

Thank you for considering my proposals.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]