

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]
Subject: Lease Agreement
Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally propose a lease agreement for the property located at [Property Address]. Below are the key terms I would like to outline:

1. ****Lease Term****: The lease shall commence on [Start Date] and shall continue until [End Date].
2. ****Monthly Rent****: The monthly rent will be [Amount] due on the [Due Date] of each month.
3. ****Security Deposit****: A security deposit of [Amount] will be paid prior to occupancy.
4. ****Utilities****: [Specify which utilities will be covered and which will be the responsibility of the tenant.]
5. ****Maintenance****: [Outline responsibility for maintenance and repairs.]
6. ****Termination Conditions****: [Include conditions for termination or renewal of the lease.]

Please review the proposed terms and let me know if they are acceptable or if any adjustments need to be made. I am looking forward to your prompt response so we can proceed accordingly.

Thank you for your attention to this matter.

Sincerely,
[Your Name]