

[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 Agreement for [Property Address]

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 include in the lease:

1. Lease Duration: [Start Date] to [End Date]
2. Monthly Rent: \$[Amount]
3. Security Deposit: \$[Amount]
4. Payment Due Date: [Date each month]
5. Maintenance Responsibilities: [Tenant/Landlord]
6. Pet Policy: [Allowed/Not Allowed]
7. Utilities Included: [List of utilities]

Please let me know if you agree with these terms or if there are any changes you would like to discuss. I look forward to your response and hope we can finalize the lease agreement soon.

Thank you for your consideration.

Sincerely,  
[Your Name]