

[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],  
This letter serves as a formal rental agreement between [Tenant's Name] and [Landlord's Name] for the property located at [Property Address].

**\*\*Terms of Agreement:\*\***

1. **\*\*Rental Property\*\***: [Property Address]
2. **\*\*Lease Duration\*\***: [Start Date] to [End Date]
3. **\*\*Monthly Rent\*\***: \$[Amount]
4. **\*\*Security Deposit\*\***: \$[Amount]
5. **\*\*Payment Due Date\*\***: [Due Date each month]
6. **\*\*Utilities Included\*\***: [List of Included Utilities]
7. **\*\*Responsibilities\*\***:
  - **\*\*Tenant Responsibilities\*\***: [Describe responsibilities]
  - **\*\*Landlord Responsibilities\*\***: [Describe responsibilities]
8. **\*\*Termination Clause\*\***: [Notice period for ending the lease]

Both parties agree to the aforementioned terms. This agreement is binding and can only be modified in writing, signed by both parties.

Please sign and return a copy of this agreement by [Date].

Sincerely,

[Your Signature]  
[Your Printed Name]

**\*\*Accepted by:\*\***

[Landlord's Signature]  
[Landlord's Printed Name]  
[Date]