

Date: [Current Date]

To: [Landlord or Property Manager Name]

From: [Your Name]

Address: [Your Current Unit Number and Address]

Subject: Request for Upgrade to a Two-Bedroom Apartment

Dear [Landlord or Property Manager Name],

I am writing to express my interest in upgrading from my current one-bedroom unit to a two-bedroom apartment within your property.

As my family is growing, we now require additional living space and a second bedroom to accommodate our needs comfortably. We have enjoyed living in this building and would prefer to stay here rather than moving to a new location.

Could you please let me know if there are any two-bedroom units currently available or if any will be coming onto the market soon? I would also appreciate information regarding the monthly rent for these units and the process for transferring my lease.

Thank you for your time and for your help with this transition. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]