[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landlord/Property Manager Name]
[Company Name]
[Address]

Dear [Landlord/Property Manager Name],

I am writing to express our family's interest in upgrading to a larger unit within the building/complex. As our family needs have changed, we are looking for a residence with more square footage to accommodate our growing household.

We have truly enjoyed living here and would prefer to stay within this community rather than moving elsewhere. We are specifically looking for a [Number of Bedrooms] bedroom unit or any unit with at least [Desired Square Footage] square feet.

Could you please let us know if there are any larger units currently available or if any are expected to become vacant in the near future? Additionally, please inform us of the process for transferring our lease and any adjustments in rent that would apply.

Thank you for your time and for your help in finding a suitable space for our family.

Sincerely,

[Your Name]