

[Your Name]
[Your Current Address]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Landlord Address]

RE: Early Occupancy and Per Diem Rent Agreement for [Property Address]

Dear [Landlord Name],

I am writing regarding the lease agreement for the property located at [Property Address], which is currently scheduled to begin on [Original Lease Start Date].

I would like to request early occupancy of the premises starting on [New Requested Start Date]. This would allow me to move in [Number] days prior to the official commencement of the lease.

In exchange for this early access, I propose to pay a prorated rent amount (per diem) based on the monthly rent of \$[Monthly Rent Amount].

Based on my calculations:

- Daily Rent Rate: \$[Daily Amount]
- Number of Early Days: [Number]
- **Total Early Occupancy Payment: \$[Total Amount]**

I am prepared to pay this additional amount upon approval of this request and before taking possession of the keys. All other terms and conditions of the signed lease agreement, including utility responsibilities and insurance requirements, will take effect on the new occupancy date.

Please let me know if this arrangement is acceptable to you. If approved, I am happy to sign a brief addendum to our lease reflecting these dates.

Thank you for your consideration.

Sincerely,

[Your Signature]

[Your Printed Name]