

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

[Date]

[Landlord Name/Property Management Company]
[Landlord Address]
[City, State, Zip Code]

RE: Request for Early Occupancy - [Property Address/Suite Number]

Dear [Landlord Name],

Regarding the lease agreement currently being finalized for the property located at [Address], I am writing to formally request early occupancy of the premises.

As per our current agreement, the lease commencement date is set for [Original Start Date]. However, I would like to request access to the space starting on [Requested Early Access Date].

The purpose of this early access is to facilitate [reason, e.g., interior design measurements, IT infrastructure installation, furniture delivery, or minor cosmetic improvements] so that we may be fully operational by the official lease start date.

I am prepared to discuss the following terms regarding this period:

- **Insurance:** I will provide proof of full insurance coverage effective as of the early occupancy date.
- **Utilities:** I will assume responsibility for utility costs incurred during this period.
- **Rent:** I propose that this period be [rent-free / charged at a pro-rated daily rate of \$XXX].

Please let me know if these terms are acceptable or if you would like to discuss a separate Early Occupancy Agreement or License Agreement to cover this timeframe.

Thank you for your consideration and for your assistance in helping our business transition smoothly into your property.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]