

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

[Date]

[Landlord or Seller Name]
[Address]
[City, State, Zip Code]

RE: Request for Furniture and Fixtures Inclusion - [Property Address]

Dear [Landlord or Seller Name],

I am writing to formally request the inclusion of specific furniture and fixtures as part of the [Lease/Purchase] agreement for the property located at [Property Address].

Based on our recent viewing, I would like to request that the following items remain on the premises for my use:

- [Item 1: e.g., Refrigerator]
- [Item 2: e.g., Window Blinds/Curtains]
- [Item 3: e.g., Dining Table and Chairs]
- [Item 4: e.g., Built-in Bookshelves]
- [Item 5: e.g., Outdoor Patio Set]

I believe these items are essential to the functionality of the space and would ensure a smooth transition into the property. Please let me know if these inclusions are acceptable and if there will be any adjustments to the final [Rent/Sale Price] as a result.

I look forward to your positive response so we can finalize the agreement.

Sincerely,

[Your Signature]

[Your Printed Name]