

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Re: Request for Property Alterations at [Property Address]

Dear [Tenant Name],

We have received and reviewed your formal request dated [Date of Request] to enter into a lease addendum regarding proposed alterations to the property located at [Property Address]. Your proposal included [Briefly describe the requested alteration, e.g., painting, installing a deck, removing a wall].

After careful consideration, we regret to inform you that your request for these alterations has been denied at this time. This decision was based on the following reason(s):

- [Reason 1: e.g., The proposed changes do not align with the long-term maintenance plan for the property.]
- [Reason 2: e.g., Local building codes or HOA regulations prohibit such modifications.]
- [Reason 3: e.g., Concern regarding the potential impact on the property's resale value or structural integrity.]

Please remember that per your current Lease Agreement dated [Original Lease Date], no alterations, improvements, or structural changes may be made to the premises without prior written consent from the Landlord/Management.

We appreciate your interest in improving your living space, and we value you as a tenant. If you have alternative suggestions or wish to discuss minor, reversible decorative changes that do not require a lease addendum, please feel free to contact us.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]

[Email Address]