

[Landlord Name or Company Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Tenant Name]
[Company Name]
[Property Address/Suite Number]
[City, State, Zip Code]

RE: Confirmation of Lease Renewal for [Property Address/Description]

Dear [Tenant Name],

This letter serves as formal confirmation that your commercial lease agreement for the premises located at [Property Address] has been officially renewed.

The terms of the renewal are as follows:

- **New Term:** [Number] years/months
- **Commencement Date:** [Start Date]
- **Expiration Date:** [End Date]
- **New Monthly Rent:** \$[Amount]
- **Security Deposit:** [State if it remains the same or if an additional amount is required]

All other terms, conditions, and provisions of the original lease agreement dated [Original Lease Date] shall remain in full force and effect unless otherwise specified in the attached renewal amendment.

Please find the signed copy of the Lease Renewal Amendment attached for your records. If you have any questions regarding this renewal or any property management matters, please contact [Contact Name] at [Phone/Email].

We value your continued tenancy and look forward to our ongoing professional relationship.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]