

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

[Date]

[Landlord's Name/Property Management Company]

[Landlord's Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO EXTEND COMMERCIAL LEASE

Dear [Landlord Name],

This letter serves as formal notice regarding the commercial lease agreement dated [Original Lease Date] for the premises located at [Property Address].

Per the terms of Section [Section Number] of the lease regarding renewal options, I am writing to formally exercise the option to extend the lease term. I wish to extend the current fixed-term lease for an additional period of [Number of Months/Years].

The proposed extension period will commence on [Start Date of Extension] and terminate on [End Date of Extension].

I understand that the base rent for this extension period shall be [Proposed Rent Amount] per month, as outlined in the [Original Agreement/Market Rate Clause]. All other terms and conditions of the existing lease agreement shall remain in full force and effect during the extension term.

Please provide a written acknowledgement of this notice or a formal lease amendment for signature by [Date]. I look forward to continuing our business relationship at this location.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]