

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[Suite/Unit Number]

RE: Early Lease Renewal Offer for [Property Address]

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease Expiration Date]. Because you are a valued tenant, we would like to offer you the opportunity to renew your lease early.

By renewing now, you can secure your location and take advantage of the following proposed terms:

- **New Lease Term:** [Number of months/years], beginning [Start Date] and ending [End Date].
- **Base Rent:** \$[Amount] per month.
- **Security Deposit:** [State if it stays the same or requires an increase].
- **Additional Incentives:** [List any upgrades, rent-free periods, or fixed escalations offered].

All other terms and conditions of your existing lease agreement shall remain in full force and effect, except as modified by this renewal agreement.

This early renewal offer is valid until [Offer Expiration Date]. If you wish to accept this offer or would like to discuss the terms further, please contact [Landlord/Manager Name] at [Phone Number] or [Email Address].

We look forward to continuing our professional relationship.

Sincerely,

[Your Signature]

[Your Printed Name]

[Landlord/Property Management Company Name]