

[Date]

[Tenant Name]

[Tenant Company Name]

[Property Address]

[Suite/Unit Number]

RE: Notice of Lease Renewal and Rent Adjustment

Dear [Tenant Contact Name],

This letter serves as formal notice regarding the upcoming expiration of your corporate lease agreement for the premises located at [Property Address], which is set to expire on [Current Lease End Date].

We value your tenancy and would like to offer a renewal of your lease for an additional term of [Duration, e.g., 12 months/2 years], effective [New Lease Start Date].

Please be advised that starting [New Lease Start Date], the monthly base rent will be adjusted to reflect current market rates. The new monthly rent will be [New Rent Amount], representing an increase of [Percentage/Amount] over your previous rate.

All other terms and conditions of the original lease agreement shall remain in full force and effect.

To accept this renewal and the adjusted rent, please sign and return the enclosed renewal addendum by [Deadline Date]. If we do not receive your confirmation by this date, we will assume you intend to vacate the premises upon the expiration of your current lease.

We look forward to continuing our professional relationship. Please contact [Contact Name] at [Phone Number/Email] if you have any questions.

Sincerely,

[Your Name/Signature]

[Your Title]

[Landlord/Property Management Company Name]