

[Landlord Name or Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Tenant Name]

[Business Name]

[Property Address/Unit Number]

[City, State, Zip Code]

RE: Notice of Lease Renewal and Rent Adjustment

Dear [Tenant Name],

We are writing to inform you that your current lease agreement for the industrial property located at [Property Address] is scheduled to expire on [Lease Expiration Date].

We value your tenancy and would like to offer a renewal of your lease for a further term of [Number] years/months, beginning on [Start Date].

Please be advised that effective [Start Date], the monthly base rent will be increased to \$[New Rent Amount]. This adjustment reflects current market rates for industrial space and [mention other reason like increased operating costs or improvements, if applicable].

All other terms and conditions of your existing lease agreement will remain in full force and effect.

Summary of Renewal Terms:

- **New Lease Term:** [Start Date] to [End Date]
- **New Monthly Rent:** \$[New Rent Amount]
- **Security Deposit:** [State if additional deposit is required or if it remains the same]

If you wish to accept this renewal offer, please sign the attached renewal addendum and return it to our office no later than [Deadline Date].

If you do not intend to renew your lease, please provide written notice of your intent to vacate by [Notice Deadline Date] in accordance with your current agreement.

We look forward to continuing our professional relationship. Should you have any questions regarding this notice, please contact [Contact Person Name] at [Phone Number].

Sincerely,

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