

[Date]

[Tenant Name]

[Store Name]

[Retail Suite/Address]

[City, State, Zip Code]

RE: Lease Renewal and Rent Adjustment for [Property Address/Unit Number]

Dear [Tenant Name],

Your current lease agreement for the retail space located at [Address] is scheduled to expire on [Current Lease Expiration Date]. We value your presence as a tenant and would like to offer a renewal of your lease for a new term.

The proposed terms for the renewal are as follows:

- **Renewal Term:** [Number of Months/Years], beginning on [Start Date] and ending on [End Date].
- **New Monthly Base Rent:** \$[Amount]
- **Security Deposit:** [Current deposit remains / Additional amount of \$XX required]
- **Other Adjustments:** [e.g., Changes to CAM charges or insurance requirements]

The adjusted rent reflects current market rates for retail space in the [Location/Area] area. All other terms and conditions of your original lease agreement dated [Original Lease Date] shall remain in full force and effect.

Please indicate your acceptance of these renewal terms by signing below and returning this letter to our office by [Deadline Date]. Once received, we will prepare the formal lease amendment for signature.

If you have any questions regarding this adjustment or wish to discuss the renewal further, please contact [Name] at [Phone Number/Email].

Sincerely,

[Your Name/Landlord Name]

[Company Name]

[Contact Information]

Acceptance:

I/We, the Tenant, hereby accept the lease renewal terms as outlined above.

Signature: _____ Date: _____