

## **URGENT: NOTICE OF LEASE EXPIRATION AND RENEWAL DEADLINE**

Date: [Insert Date]

To: [Landlord Name or Property Management Company]

Address: [Landlord Address]

City, State, Zip: [City, State, Zip]

Re: Lease Renewal for Property Located at: [Insert Property Address/Suite Number]

Dear [Landlord Name or Representative],

This letter serves as formal notification regarding the commercial lease agreement for the premises located at [Insert Address], which is currently scheduled to expire on [Insert Expiration Date].

According to the terms of our lease agreement, specifically Section [Insert Section Number, if known], the deadline to exercise the option to renew the lease is [Insert Deadline Date].

Please accept this letter as our formal request to initiate the renewal process. We are interested in extending the lease for an additional term of [Insert Number of Years] years. We would like to discuss the updated terms, including the proposed base rent and any necessary adjustments to the lease conditions.

Given the upcoming deadline, we request a meeting or a written proposal regarding the renewal terms by [Insert Response Deadline Date].

We value our tenancy at this location and look forward to a prompt resolution to ensure a seamless continuation of our business operations.

Please acknowledge receipt of this letter at your earliest convenience.

Sincerely,

[Your Name/Authorized Signature]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]