

[Landlord Name or Property Management Company]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Tenant Name]
[Business Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF LEASE RENEWAL FOR [Property Address/Suite Number]

Dear [Tenant Name],

Your current lease agreement for the premises located at [Property Address] is scheduled to expire on [Current Lease Expiration Date].

We value your tenancy and would like to offer a renewal of your lease for a new fixed term. The proposed terms for the renewal are as follows:

- **New Term:** [Number of Months/Years], beginning on [Start Date] and ending on [End Date].
- **Monthly Base Rent:** \$[Amount] per month.
- **Operating Costs/CAM:** [Specify if staying the same or changing].
- **Security Deposit:** [Specify if an additional deposit is required or if the current one carries over].

All other terms and conditions of your original lease agreement dated [Original Lease Start Date] shall remain in full force and effect.

If you wish to accept this renewal offer, please sign and return this letter or the attached Lease Amendment by [Deadline Date]. If we do not receive your acceptance by this date, we will assume you intend to vacate the premises upon the expiration of your current term.

Should you have any questions or wish to discuss the terms further, please contact [Contact Name] at [Phone Number].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

Tenant Acceptance:

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

Signature: _____ Date: _____

Printed Name: _____