

[Landlord Name or Property Management Company]
[Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Business Name]
[Address/Suite Number]
[City, State, Zip Code]

RE: Early Lease Renewal Incentive Offer for [Property Address/Unit]

Dear [Tenant Name],

Your current lease agreement for the above-referenced premises is scheduled to expire on [Expiration Date]. As a valued tenant, we would like to offer you the opportunity to renew your lease early and take advantage of special incentive pricing.

By signing a renewal agreement before [Incentive Deadline Date], we are pleased to offer the following early renewal incentives:

- **Reduced Base Rent:** A discounted rate of \$[Amount] per square foot/month for the first year.
- **Rent Abatement:** [Number] months of free base rent starting [Date].
- **Improvement Allowance:** A tenant improvement credit of \$[Amount] for suite upgrades.
- **Term Length:** A new [Number]-year term securing your location through [Year].

This offer is our way of thanking you for your continued tenancy and ensuring your business remains a part of our professional community. This incentive package is only valid if a renewal commitment is executed by [Deadline Date].

If you would like to accept this offer or discuss the terms further, please contact [Name] at [Phone Number] or [Email Address] at your earliest convenience.

We look forward to continuing our partnership.

Sincerely,

[Signature]
[Printed Name]
[Title]