

[Date]

[Landlord Name/Company]

[Landlord Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO EXECUTE LEASE RENEWAL

Property Address: [Premises Address]

Current Lease Expiry Date: [Current Expiration Date]

Dear [Landlord Name or Property Manager],

This letter serves as formal notification that [Tenant Name/Company] elects to exercise the option to renew the commercial lease agreement for the premises located at [Address], pursuant to Section [Number] of the existing lease dated [Original Lease Date].

We propose that the renewal term commence on [Start Date] and terminate on [End Date], for a total duration of [Number] years.

We understand that the terms of the renewal shall be as follows:

- Base Rent: \$[Amount] per month
- Operating Expenses/CAM: [As per original agreement/Negotiated amount]
- Security Deposit: [Specify if additional deposit is required]

Please provide the formal Lease Amendment or Renewal Agreement for our review and signature by [Date]. We look forward to continuing our tenancy at this location.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Tenant Company Name]

[Phone Number]

[Email Address]