

[Sender's Name/Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Recipient's Name]
[Recipient's Company Name]
[Address Line 1]
[City, State, Zip Code]

RE: Renewal of Commercial Property Lease / Insurance Policy - [Reference Number]

Dear [Recipient's Name],

We are writing to inform you that your current agreement for [Property Address/Policy Number] is scheduled to expire on [Expiration Date]. We would like to offer a renewal of this agreement; however, please be advised that the renewal includes modified terms and conditions.

The primary modifications to the agreement are as follows:

- **Rate/Premium Adjustment:** The new rate will be [New Amount], effective [Date].
- **Deductible/Security Deposit:** [Detail any changes to financial requirements].
- **Coverage/Usage Changes:** [Detail any additions or removals of services or coverage].
- **Terms and Conditions:** [Detail any other significant legal or procedural changes].

All other terms and conditions of the original agreement that have not been explicitly mentioned above will remain in full force and effect.

Please review the attached renewal document carefully. If you accept these modified terms, please sign and return the enclosed copy by [Deadline Date] to ensure uninterrupted service/occupancy.

If you have any questions or wish to discuss these changes further, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]