

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

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

RE: Lease Renewal Offer for [Property Address / Suite Number]

Dear [Tenant Contact Name],

Your current lease 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 you the opportunity to renew your lease under the following terms:

- **Renewal Term:** [Number of Months/Years]
- **New Commencement Date:** [Date]
- **New Expiration Date:** [Date]
- **Monthly Base Rent:** \$[Amount]
- **Security Deposit:** [Current deposit to carry over / Additional amount required]
- **Additional Terms:** [Note any changes to CAM, taxes, or utilities here]

All other terms and conditions of the existing lease agreement shall remain in full force and effect.

This offer is valid until [Expiration Date of Offer]. If you wish to accept these terms, please sign below or contact our office to draft the formal Lease Amendment.

We look forward to continuing our business relationship.

Sincerely,

[Signature]
[Printed Name]
[Title/Landlord Name]

Tenant Acceptance:

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

Signature: _____ Date: _____