

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

[Tenant Name]
[Business Name]
[Suite/Unit Number]
[Property Address]

RE: Acknowledgment of Notice of Intent to Renew Lease

Dear [Tenant Name],

This letter serves as formal acknowledgment that we have received your written notice dated [Date of Tenant Notice] regarding your intent to exercise the renewal option for your commercial lease at [Property Address].

Your current lease term is scheduled to expire on [Current Expiration Date]. According to the terms of your lease agreement, the renewal period will be for a term of [Number of Years/Months], beginning on [New Start Date] and ending on [New End Date].

The base rent for the renewal term will be [Insert New Rent Amount or Reference Lease Clause for Fair Market Value Assessment]. All other terms and conditions of the original lease agreement shall remain in full force and effect unless otherwise modified in writing.

We will prepare a formal Lease Amendment or Renewal Agreement reflecting these terms and deliver it to you for signature by [Date].

We value your continued tenancy and look forward to our ongoing professional relationship.

Sincerely,

[Signature]
[Printed Name]
[Title]