

[Landlord Name/Property Management Company]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

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

RE: Lease Renewal and Updated Security Policies for [Property Name/Address]

Dear [Tenant Name],

We are pleased to inform you that your current commercial lease for the premises located at [Suite/Unit Number] is set to expire on [Expiration Date]. We value your tenancy and would like to offer a renewal of your lease agreement.

1. Lease Renewal Terms

The new lease term will begin on [Start Date] and end on [End Date]. The new monthly rent will be [Amount], subject to the terms outlined in the attached lease amendment.

2. Updated Security Policy

To ensure the safety of all tenants and visitors, we are implementing updated security protocols effective [Effective Date]. Please review the following changes:

- [Security Update 1: e.g., New key card access requirements]
- [Security Update 2: e.g., Updated after-hours visitor logs]
- [Security Update 3: e.g., Changes to surveillance or security personnel hours]

3. Action Required

Please review the attached Lease Renewal Agreement and the New Security Policy Handbook. To maintain your tenancy without interruption, please sign and return the documents by [Due Date].

If you have any questions regarding these changes or the renewal terms, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]