

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

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

Dear [Contact Person Name],

As your current lease is set to expire on [Current Expiration Date], we are pleased to offer the following financial terms for a lease renewal. As this is a Gross Lease, the proposed rent includes base rent, property taxes, insurance, and common area maintenance.

The proposed renewal terms are as follows:

- **Renewal Term:** [Number of Months/Years]
- **Commencement Date:** [Start Date of Renewal]
- **Expiration Date:** [End Date of Renewal]
- **Gross Monthly Rent:** \$[Amount]
- **Annual Escalations:** [Percentage or Fixed Amount Increase per year, e.g., 3%]
- **Security Deposit:** [State if existing deposit remains or if additional funds are required]

Except as modified by the financial terms above, all other terms and conditions of the original Lease Agreement dated [Original Lease Date] shall remain in full force and effect.

Please indicate your acceptance of these terms by signing below and returning this letter by [Deadline Date]. Upon receipt, we will prepare a formal Lease Amendment for execution.

Sincerely,

[Landlord/Manager Name]

[Company Name]

Tenant Acceptance:

Signature: _____

Print Name: _____

Date: _____