

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Financial Terms for Lease Renewal - [Property Address/Suite #]

Dear [Tenant Contact Name],

This letter outlines the proposed financial terms for the renewal of your commercial lease at [Property Name/Address], currently set to expire on [Current Lease Expiration Date].

The proposed renewal terms for the Triple Net (NNN) lease are as follows:

- **Renewal Term:** [Number of Months/Years], commencing on [Start Date] and ending on [End Date].
- **Base Rent:** \$[Amount] per square foot annually, totaling \$[Amount] per month.
- **Annual Escalations:** Base Rent shall increase by [Percentage]% at the beginning of each subsequent year of the term.
- **Operating Expenses (NNN):** In addition to Base Rent, Tenant remains responsible for their proportionate share of:
 - Property Taxes
 - Property Insurance
 - Common Area Maintenance (CAM)
- **Current Estimated NNN Reimbursement:** \$[Amount] per month (subject to annual reconciliation).
- **Security Deposit:** [Current deposit to carry over / Additional amount of \$0.00 required].

Total Estimated Monthly Payment (Base Rent + NNN): \$[Total Amount].

Please review these terms. If they are acceptable, please sign below and return this letter by [Deadline Date]. Upon receipt, we will prepare a formal Lease Amendment for execution.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

Acknowledgment and Acceptance:

Signature: _____
Name/Title: _____
Date: _____