

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

[Tenant Name]  
[Business Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

**RE: Lease Renewal and Rent Adjustment for [Property Address/Unit Number]**

Dear [Tenant Name],

We are writing to notify you that your current lease agreement for the commercial premises located at [Property Address] is scheduled to expire on [Expiration Date].

We value your tenancy and would like to offer a renewal of your lease for an additional term of [Duration, e.g., 2 years], beginning on [Start Date] and ending on [End Date].

Please be advised that effective [Start Date], the monthly base rent will be adjusted to reflect current market conditions and operating costs. The new rental terms are as follows:

- **Current Monthly Rent:** \$[Amount]
- **New Monthly Rent:** \$[Amount]
- **Escalation Percentage:** [Percentage]%

All other terms and conditions of your original lease agreement dated [Original Lease Date] shall remain in full force and effect.

To accept this renewal and the revised rent amount, please sign and return the enclosed renewal amendment by [Deadline Date]. If we do not receive your confirmation by this date, we will assume you intend to vacate the premises upon the expiration of your current lease.

Thank you for your continued business. If you have any questions regarding this adjustment, please contact [Name] at [Phone Number/Email].

Sincerely,

[Signature]  
[Printed Name]  
[Title]