

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord Name or Property Management Company]

[Landlord Address]

[City, State, Zip Code]

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

Dear [Landlord Name],

As the current lease for the above-mentioned premises is set to expire on [Current Lease Expiration Date], I am writing to formally express my interest in renewing the lease for another term.

I would like to propose the following terms for the renewal:

- **Renewal Term:** [Number of years, e.g., 3 years or 5 years]
- **Commencement Date:** [Date the new term begins]
- **Base Rent:** \$[Amount] per month
- **Security Deposit:** [State if it remains the same or if changes are proposed]
- **Additional Requests:** [List any repairs, improvements, or changes to lease clauses here]

I have enjoyed operating at this location and value our professional relationship. Please let me know if these terms are acceptable or if you would like to schedule a time to discuss this proposal further.

I look forward to hearing from you by [Date] so that we may finalize the renewal documentation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]