

# Tenant Renewal Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this letter finds you well. This notice is to inform you that your lease for the commercial property located at [Property Address] is set to expire on [Lease Expiration Date]. We would like to discuss the possibility of renewing your lease for an additional term.

Please let us know your intentions regarding the renewal by [Response Deadline]. If you wish to renew, we can discuss any adjustments to the lease terms at your earliest convenience.

Thank you for being a valued tenant. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]