

Contract Renewal Notice

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Renewal of Business Premises Lease Agreement

We hope this message finds you well. As we approach the end of our current lease agreement for the premises located at [Business Address], we would like to formally express our intention to renew the lease for another term.

We have enjoyed our time in the space and appreciate your support. Please let us know the proposed terms and any adjustments in rent or conditions that may apply. We are confident we can reach an agreement beneficial for both parties.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]