

Renewal Terms Notification

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As your lease for the retail space located at [Insert Address] is approaching its expiration date on [Insert Expiration Date], we would like to provide you with the terms for lease renewal.

Renewal Terms:

- **New Lease Term:** [Insert New Lease Length]
- **Monthly Rent:** [Insert Monthly Rent Amount]
- **Renewal Date:** [Insert Renewal Start Date]
- **Security Deposit:** [Insert Security Deposit Details]

Please review the new terms and feel free to reach out to us with any questions or concerns. We would appreciate your confirmation of acceptance by [Insert Response Deadline].

Thank you for being a valued tenant. We look forward to continuing our relationship.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]