

Renewal of Access to Shared Workspace

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that your access to our shared workspace is due for renewal on [Renewal Date]. We greatly appreciate your continued presence in our community and would like to offer you the opportunity to renew your access.

As a reminder, your current access includes:

- Access to all common areas
- Use of meeting rooms
- High-speed internet
- Access to kitchen facilities

Please confirm your intention to renew your access by [Confirmation Deadline]. You can renew by replying to this email or contacting us directly at [Contact Information]. If you have any questions, please feel free to reach out.

Thank you for being a valued member of our community. We look forward to your continued business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]