

Commercial Lease Renewal Letter

Date: [Insert Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

We hope this letter finds you well. We are writing to discuss the renewal of your commercial lease for the property located at [Property Address], which is set to expire on [Expiration Date].

We would like to propose the following terms for the renewal of your lease:

- New lease term: [Insert Duration]
- Monthly rent: [Insert Amount]
- Additional terms: [Insert Any Other Conditions]

Please review the proposed terms and let us know if you are interested in renewing the lease by [Response Deadline]. If you have any questions or would like to negotiate the terms, feel free to contact us at [Your Phone Number] or [Your Email Address].

We look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]