

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

## **Subject: Inquiry Regarding Tenancy Contract Renewal**

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inquire about the renewal of my tenancy contract for the commercial property located at [Property Address], which is set to expire on [Expiration Date].

As the lease end date is approaching, I would like to discuss the terms of the renewal, including any changes in rent or other conditions. I value our business relationship and am keen to continue operating from this location.

Please let me know a convenient time for us to meet or discuss this further over the phone. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Business Name]