

Retail Lease Extension Proposal

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally propose an extension of the lease for the retail space located at [Property Address]. Our current lease is set to expire on [Lease Expiration Date], and I would like to discuss the possibility of extending it for an additional [desired duration, e.g., one year, two years].

Over the past [duration of current lease], we have successfully operated our business at this location and have built a strong relationship with the community. [Provide brief overview of business success and future plans.] Due to the positive impact we have seen, we believe it is mutually beneficial for both parties to continue this agreement.

We would like to discuss the terms of the extension, including any potential adjustments to the rent or lease conditions. We are open to negotiations and are committed to finding a solution that works for both of us.

Please let me know a convenient time for us to meet and discuss this further. Thank you for considering our proposal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Your Contact Information]