

Retail Lease Negotiation Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Confirmation of Retail Lease Negotiation

Dear [Landlord's Name],

I hope this message finds you well. I would like to formally confirm our recent discussions regarding the retail lease for the property located at [Property Address]. As per our conversation on [Date], we have agreed to negotiate the following terms:

- Lease Duration: [X years/months]
- Monthly Rent: [\$XXX]
- Security Deposit: [\$XXX]
- Commencement Date: [Date]
- Additional Terms: [Any additional terms discussed]

Please let me know if everything outlined above aligns with your understanding. I am looking forward to finalizing the lease agreement and appreciate your cooperation throughout this negotiation process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]