

Retail Lease Negotiation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Company]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to initiate discussions regarding the lease terms for the retail space located at [Property Address]. As we approach the end of the current lease period, I believe it is an opportune time to review and negotiate the terms to better align with our operational needs.

Specifically, I would like to discuss the following points:

- Rent adjustments
- Lease duration
- Maintenance responsibilities
- Other relevant terms

I am eager to reach a mutually beneficial agreement that allows us to continue our successful partnership. Please let me know a convenient time for us to meet or have a call to discuss this matter further.

Thank you for your attention, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]