

# Retail Lease Renewal Request

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the renewal of my retail lease for the property located at [Property Address]. My current lease is set to expire on [Lease Expiration Date].

Over the past [Duration of Tenancy], I have greatly enjoyed being a tenant at your property and believe that my business has positively contributed to the community and your establishment.

Given the success of my business and my commitment to continuing my operations at your location, I would like to discuss the terms for renewing my lease for another [Specify Duration] period.

Please let me know a convenient time for us to discuss this matter further. Thank you for considering my request, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Business Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]