

Lease Renewal Discussion

Date: _____

To: [Landlord's Name]

[Landlord's Address]

From: [Tenant's Name]

[Tenant's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to discuss the upcoming renewal of our retail lease agreement for the premises located at [Property Address], which is set to expire on [Expiration Date].

As we approach the expiration date, I would like to propose a meeting to discuss the renewal terms, including rental rate adjustments, lease duration, and any potential improvements to the property that could mutually benefit both parties.

Could you please let me know your availability for a meeting in the coming weeks? I believe it would be beneficial for us to align on our expectations and work toward a favorable agreement.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Tenant's Name]

[Tenant's Title]

[Company Name]

[Contact Information]