

Lease Renewal Offer

Date: [Insert Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

We hope this letter finds you well. As your current lease for the retail space at [Property Address] is set to expire on [Expiration Date], we would like to discuss the renewal of your lease.

We appreciate your continued tenancy and would like to offer you a renewal for another term of [Lease Term, e.g., one year] under the following terms:

- Monthly Rent: \$[Proposed Rent]
- Lease Start Date: [Proposed Start Date]
- Lease End Date: [Proposed End Date]
- Other Terms: [Insert any additional terms, e.g., maintenance responsibilities, etc.]

Please review the offer and let us know if you have any questions or would like to discuss any modifications. We are hopeful to continue our partnership and look forward to your positive response by [Response Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]