

Lease Renewal Request

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

[Municipal Office Name]
[Municipal Office Address]
[City, State, Zip Code]

Dear [Municipal Office Contact Person],

I hope this message finds you well. I am writing to formally request the renewal of the lease for the office space located at [Office Address], which is set to expire on [Lease Expiration Date].

Over the past [duration of occupancy], we have greatly valued our partnership with the municipality and the opportunity to serve our community from this location. We believe that renewing the lease is in the best interest of both parties as we continue to provide [specific services or benefits].

We would like to initiate discussions regarding the terms of the lease renewal at your earliest convenience. Please let us know a suitable time for a meeting or if any further information is required on our part.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]