

Commercial Property Leasing Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to formally notify you about the leasing details of the commercial property located at [Property Address]. As per the terms of our previous agreement, we wish to confirm the lease conditions and any updates that may apply.

The current lease is set to expire on [Lease Expiration Date]. Should you wish to renew the lease or discuss any amendments, please contact us by [Response Deadline Date].

Please review the attached documents for further details regarding the lease terms and conditions. We appreciate your timely response to this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]