

Letter of Intent to Renew Commercial Lease Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Landlord's Name]

[Landlord's Company Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Letter of Intent to Renew Lease

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to express our intent to renew the commercial lease for the property located at [Property Address], which is set to expire on [Expiration Date]. We have greatly appreciated the opportunity to operate from this location and wish to continue our tenancy under the following terms:

- Proposed Lease Term: [Proposed Duration, e.g., 2 years]
- Proposed Rent: \$[Proposed Amount] per month
- Renewal Start Date: [Proposed Start Date]
- Other Terms: [Any other terms or conditions you want to propose]

We believe these terms would be mutually beneficial, and we are open to discussing any adjustments you may suggest. Please let us know a convenient time for you to meet and further discuss the renewal.

Thank you for your consideration. We look forward to continuing our relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]