Lease Renewal Notification

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to discuss the upcoming expiration of your lease for the office space located at [Office Address]. As your lease is set to expire on [Lease Expiration Date], we would like to offer you the opportunity to renew your lease.

We value having you as our tenant and hope you will continue your occupancy. The proposed terms for the renewal are as follows:

- New Lease Term: [Insert Length of New Lease]
- Monthly Rent: [Insert New Rent Amount]
- Other Terms: [Insert Any Other Relevant Terms]

Please let us know if you would like to proceed with the lease renewal by [Response Deadline]. We would be happy to discuss any modifications or answer any questions you may have.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]