

Tenancy Agreement Renewal Request

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the renewal of the tenancy agreement for the commercial property located at [Property Address], which is set to expire on [Expiration Date].

Over the past [duration of tenancy], we have greatly appreciated the opportunity to operate our business at this location and have enjoyed a productive relationship with you as our landlord. We would like to continue leasing the property under the same terms and conditions, with the aim of further growing our business.

Please let us know if you are amenable to renewing the tenancy agreement and if there are any necessary steps we should take to facilitate this process. We look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Business Name]

[Your Business Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]