

Commercial Lease Renewal Notification

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Tenant's Name],

We would like to notify you that your lease for the premises located at [Property Address] is due to expire on [Lease Expiration Date]. We value you as a tenant and would like to offer you the opportunity to renew your lease for another term.

The proposed terms for the renewal are as follows:

- Lease Term: [Insert Lease Term]
- Monthly Rent: [Insert Amount]
- Other Terms: [Insert Any Additional Terms]

Please let us know by [Response Deadline] if you wish to renew your lease. If you have any questions or wish to discuss the terms, feel free to contact us at [Landlord's Phone Number] or [Landlord's Email].

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

Sincerely,

[Landlord's Name]

[Landlord's Title]

[Landlord's Company Name]