

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Company 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 our rental agreement for the office space located at [Office Address], which is set to expire on [Expiration Date].

We would like to continue our tenancy under the same terms and conditions as specified in our current agreement. Please let us know if there are any changes or updates you would like to discuss regarding the renewal.

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

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]