

# Letter of Intent to Renew Commercial Lease

Date: [Insert Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally express my intent to renew the commercial lease for the property located at [Property Address]. Our current lease is set to expire on [Lease Expiration Date].

We have thoroughly enjoyed our time at this location and believe that the relationship we have built has proven beneficial for both parties. Therefore, we would like to negotiate a renewal for an additional [Number of Years] years, under similar terms and conditions.

Please let us know a convenient time to discuss the renewal terms. We look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

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