

# Notice of Lease Renewal

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],

This letter serves as a formal notice regarding the renewal of your commercial lease for the property located at [Property Address]. Your current lease will expire on [Lease Expiration Date].

We would like to offer you the opportunity to renew your lease for an additional [Renewal Term, e.g., one year] under the same terms and conditions, with the proposed rental rate of [New Rent Amount]. Please note that this renewal is contingent upon your agreement to the updated terms as outlined in the attached lease document.

To indicate your acceptance of this renewal, please sign and return the attached lease renewal agreement by [Response Deadline Date]. Should you have any questions or wish to discuss any aspects of this renewal, please do not hesitate to contact me at [Landlord's Phone Number] or [Landlord's Email Address].

We look forward to your continued tenancy.

Sincerely,  
[Landlord's Name]  
[Landlord's Title/Position]  
[Company Name, if applicable]