

Commercial Lease Renewal Terms

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Tenant Address: [Insert Tenant Address]

Landlord Name: [Insert Landlord Name]

Landlord Address: [Insert Landlord Address]

Subject: Lease Renewal Terms

Dear [Tenant Name],

We would like to inform you that your commercial lease for the premises located at [Insert Property Address] is set to expire on [Insert Expiration Date]. We appreciate your tenancy and would like to offer you the opportunity to renew your lease under the following terms:

Renewal Terms

- Lease Term: [Insert Lease Term, e.g., 1 Year]
- Monthly Rent: [Insert Monthly Rent Amount]
- Security Deposit: [Insert Security Deposit Amount]
- Renewal Option: [Insert Conditions for Renewal Option]
- Alterations: [Insert any Specific Alteration Terms]

Please review these terms and let us know if you accept. If you agree, we will prepare a formal lease renewal agreement for your signature.

Thank you for your attention, and we look forward to your positive response.

Sincerely,

[Landlord Name]

[Landlord Contact Information]