

Lease Renewal Proposal

Date: [Insert Date]

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

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally propose the renewal of the lease for the office space located at [Office Address], which expired on [Expiration Date].

Considering the positive experiences we have had in this location and the benefits it provides to our business, we would like to discuss the possibility of extending our lease for an additional term of [Proposed Length of Lease].

We are open to discussing any necessary adjustments to the lease terms, including rental rates and any renovations required to enhance the space. Our preferred rental rate would be [Proposed Rental Rate], which we believe reflects current market conditions.

Please let us know a convenient time for us to meet and discuss this proposal further. We appreciate your attention to this matter and look forward to continuing our good relationship.

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]