

[Your Name]

[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]

Subject: Request for Lease Extension

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request an extension of the lease for the commercial space located at [Property Address]. Our current lease is set to expire on [Lease Expiration Date].

Given our positive experience in this location and our continued growth, we would like to propose a lease extension for an additional [desired length of extension, e.g., one year], under the same terms and conditions as our existing lease.

We believe that extending our lease will be mutually beneficial and allow us to continue contributing to the community and the property's success. Please let me know a convenient time for us to discuss this request further.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]