

Lease Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request a lease extension for the industrial property located at [Property Address] which is set to expire on [Current Lease Expiration Date].

Given our positive experience at this location and my commitment to maintaining the property, I would like to propose an extension of the lease for an additional [Proposed Duration] under the same terms and conditions unless otherwise discussed.

Please let me know a convenient time for us to discuss this matter further. I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]