

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
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 request an extension of the lease for my retail space located at [retail space address]. My current lease is set to expire on [expiration date], and I would like to discuss extending the lease for an additional term.

My tenure at this location has been productive and beneficial, and I believe that extending the lease would be advantageous for both parties. I am committed to upholding the terms of our agreement and continuing to maintain the property to the highest standards.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Please let me know a suitable time for us to meet or to speak over the phone. Thank you for considering my request, and I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Title, if applicable]  
[Your Business Name, if applicable]