[Property Manager Name]
[Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Business Name]
[Suite/Unit Number]
[Address]
[City, State, Zip Code]

Subject: Lease Renewal Proposal and Partnership Appreciation

Dear [Tenant Name],

As the expiration date of your current lease at [Property Name] approaches on [Lease End Date], we would like to express our sincere appreciation for your continued tenancy. Your business is a valued part of our professional community.

We are committed to supporting your ongoing success and would like to offer the following renewal incentives to ensure our property continues to meet your business needs:

- **Early Renewal Discount:** A [Percentage]% reduction in base rent for the first [Number] months of the new term.
- **Tenant Improvement Allowance:** A credit of $[Amount] toward suite upgrades or cosmetic refreshes (painting, flooring, etc.).
- **Extended Term Stability:** Option to lock in current market rates for an additional [Number] years.
- **Parking/Amenity Upgrade:** [Detail any specific perk, e.g., reserved parking spots or gym access].

We have also scheduled several property improvements for the coming year, including [List improvements, e.g., HVAC upgrades, lobby renovation, or security enhancements], which we believe will add further value to your operations.

I would welcome the opportunity to meet with you personally to discuss your future space requirements and how we can best tailor a new agreement to support your growth. I will follow up with your office next week, or you may reach me directly at [Phone Number] or [Email Address].

Thank you for choosing [Property Name]. We look forward to continuing our partnership.

Sincerely,

[Signature]
[Printed Name]
[Title]