

[Landlord Name or Property Management Company]
[Address line 1]
[Address line 2]
[Date]

[Tenant Name]
[Business Name]
[Suite/Unit Number]
[Property Address]

RE: Lease Renewal Offer for [Property Address/Unit Number]

Dear [Tenant Name],

Your current lease for the above-mentioned premises is scheduled to expire on [Current Lease Expiration Date]. We value your tenancy and would like to offer a renewal of your lease under the following terms:

- **Renewal Term:** [Number of months/years] beginning on [Start Date] and ending on [End Date].
- **Base Rent:** \$[Amount] per month.
- **Security Deposit:** [State if existing deposit carries over or if an additional amount is required].
- **Operating Expenses/CAM:** [Specify if there are changes to common area maintenance or tax contributions].
- **Other Terms:** All other terms and conditions of the original lease agreement dated [Original Lease Date] shall remain in full force and effect.

If these terms are acceptable to you, please sign below and return this letter by [Deadline Date]. Upon receipt, we will prepare a formal Lease Amendment for execution.

Should you wish to discuss these terms further or if you have any questions, please contact [Name] at [Phone Number/Email].

Sincerely,

[Landlord Signature]
[Landlord Printed Name]

Tenant Acceptance:

I/We hereby accept the terms of this lease renewal offer.

Signature: _____ Date: _____

Printed Name: _____