

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Landlord or Property Manager Name]

[Company Name]

[Address]

[City, State, Zip Code]

**RE: Notice of Intent to Renew Lease - [Store Name/Suite Number]**

Dear [Landlord Name],

This letter serves as formal notice of our interest in renewing the lease agreement for the retail space located at [Property Address], which is currently scheduled to expire on [Current Lease Expiration Date].

We have enjoyed operating our business at this location and would like to propose the following terms for a lease renewal:

- **Renewal Term:** [Number of years, e.g., 3 or 5 years]
- **Commencement Date:** [Date new term begins]
- **Proposed Base Rent:** \$[Amount] per month
- **Additional Requests:** [e.g., Interior repairs, paint, or updated signage]

We believe these terms reflect current market conditions and our commitment as a reliable tenant. We are open to discussing these details further to reach a mutually beneficial agreement.

Please let us know your thoughts by [Date] so we can proceed with the formal documentation. We look forward to continuing our professional relationship.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]