

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tenant Name]

[Tenant Company Name]

[Property Address/Unit Number]

[City, State, Zip Code]

**RE: Lease Renewal Offer for [Property Description/Address]**

Dear [Tenant Name],

As your current lease agreement for the industrial premises located at [Address] is set to expire on [Current Lease Expiration Date], we are pleased to offer you the opportunity to renew your lease for a further term.

We value your tenancy and propose the following terms for the renewal:

- **Renewal Term:** [Number of Months/Years], commencing on [Start Date] and ending on [End Date].
- **Base Rent:** \$[Amount] per month/year.
- **Operating Expenses (NNN/CAM):** [Specify if staying the same or adjusted rates].
- **Security Deposit:** [Specify if an additional deposit is required or if the current one carries over].
- **Improvements/Repairs:** [Detail any landlord concessions or planned upgrades, or state "As-Is"].

All other terms and conditions of the original lease agreement dated [Original Lease Date] shall remain in full force and effect, unless otherwise modified in a formal Lease Amendment.

Please review this offer and notify us of your intent to renew by [Deadline Date]. If you accept these terms, we will prepare the formal Lease Renewal Agreement for your signature.

We look forward to continuing our professional relationship. Should you have any questions or wish to discuss these terms further, please contact [Name] at [Phone/Email].

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title/Role]