

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Landlord or Property Manager Name]

[Landlord Company Name]

[Landlord Address]

[City, State, Zip Code]

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

Dear [Landlord Name],

Our current lease agreement for the premises located at [Property Address] is scheduled to expire on [Current Lease Expiration Date]. We are interested in renewing our lease and would like to propose the following terms for a new agreement:

- **Renewal Term:** [Number of years/months, e.g., 3 years], beginning on [Start Date] and ending on [End Date].
- **Base Rent:** \$[Amount] per month.
- **Security Deposit:** [State if it remains the same or if changes are proposed].
- **Improvements/Repairs:** [List any requested tenant improvements or necessary building repairs].
- **Additional Terms:** [Mention any changes to CAM charges, options to renew, or other specific clauses].

We have enjoyed our time at this location and look forward to continuing our professional relationship. Please review this proposal and let us know if these terms are acceptable, or if you would like to schedule a time to discuss them further.

We look forward to hearing from you by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]