[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: RENEWAL OF LEASE**

Dear [CONTACT NAME],

This letter is to inform you that we are applying the option to renew our lease of [ADDRESS] for an additional term of [NUMBER] years as contained in [SECTION REFERENCE] of the lease.

Please advise us of the rent you intend to charge in the renewed term so that we can decide whether or not to submit the matter to arbitration in accordance with the provisions of [SECTION REFERENCE] of the lease.

Thank you for your cooperation.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]