[DATE]

Contact Name

Address

Address2

Post Code/Zip Code

**RE: RENEWAL OF TENANCY**

Dear [CONTACT NAME],

Please be advised that this letter confirms that we wish to renew our tenancy of [ADDRESS] for an additional period of [NUMBER] years/months.

Please provide us with the new renewed rental amount that would be due at month end and any additional contractual terms due to renewal.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]