[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF EXERCISE OF LEASE OPTION**

Dear [CONTACT NAME],

Please be advised that I choose to apply the option to [RENEW OR EXTEND] the duration of the lease agreement as specified in Section [SPECIFY] of our Lease agreement, dated [DATE], for an additional period of [NUMBER] years, beginning on [DATE], and ending on [DATE].

I will continue to abide by all the other terms and conditions of the lease agreement including the provision for payment of rent on a monthly basis.

I ask that you please send me a written reply acknowledging receipt of this letter and let me know of your (non-) acceptance of this renewal notice.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]