[DATE]

Contact Name

Address

Address2

City

Zip/Postal Code

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

Dear [CONTACT NAME],

I would like to [RENEW OR EXTEND] the lease agreement dated [DATE], for an additional period of [NUMBER] years/months, commencing on [DATE], and terminating on [DATE].

I request that you send me a written reply acknowledging receipt and (non-) acceptance of this renewal notice.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]