
Lease Renewal Proposal Letter

Samantha Lee

Lee's Organic Café

1342 Green Street

Portland, OR, 97217

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503-555-0182

September 24, 2024

Mr. Thomas Kirkland

Kirkland Real Estate Holdings

2010 Riverside Drive

Portland, OR, 97218

Dear Mr. Kirkland,

Subject: Proposal to Renew Lease Agreement for 1342 Green Street, Suite 100, Portland, OR

I am writing to express my continued interest in renewing the lease for the property located at 1342 Green Street, Suite 100, which is due to expire on December 31, 2024. Over the past five years, this property has served as an ideal location for Lee's Organic Café, and we are eager to extend our lease agreement.

Proposed Terms for Renewal:

- **Lease Duration:** We propose to renew the lease for an additional term of three years.

- **Monthly Rent:** We understand that market conditions may dictate adjustments in rental rates. However, we propose a monthly rent of \$2,500, considering our timely payment history and the ongoing maintenance we have contributed to the property. We are open to discussion based on your assessment.
- **Improvements:** As part of the renewal, we are considering further improvements to the property, which we believe will enhance its value and appeal. These include installing energy-efficient lighting and updating the kitchen facilities, all subject to your approval.
- **Other Terms:** We would also like to discuss the possibility of adding two designated parking spaces for our staff to the existing lease terms.

Our business has greatly benefited from the features and location of your property, contributing to our operational success and growth. We have appreciated your support as a landlord and believe that renewing our lease agreement would be mutually beneficial.

Enclosed are our proposed terms for the lease renewal. We are flexible and open to discussing these terms to reach an agreement that continues to meet both our needs.

Please let me know a convenient time to discuss this proposal in further detail. You can reach me directly at 503-555-0182 or via email at samantha@leesorganiccafe.com. I look forward to continuing our positive and productive relationship.

Thank you for considering our renewal proposal.

Warm regards,

Samantha Lee
Owner, Lee's Organic Café