**Lease Renewal Letter**

This letter is to serve as notice of the State of Indiana’s intent to renew its lease for \_\_\_\_\_\_\_\_\_\_ square feet of space located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of Indiana.

A copy of the lease is attached and incorporated by reference into this renewal. The renewal will begin immediately upon expiration of the original term of the lease and shall be in effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, unless otherwise specified within the lease document. The rental rate shall not exceed \_\_\_\_\_\_\_\_\_\_\_\_ per month, which represents an annual square foot amount of \_\_\_\_\_\_\_\_\_.

It is understood that timeliness of this notice does not comply with Section four (4) of the lease, however, Landlord signifies his willingness to accept this renewal as agreed to in Section 4 of the lease by signing below.

Landlord

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Indiana Department of Administration

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_