

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email]

[Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Subject: Lease Renewal for [Property Address]

Dear [Tenant's Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date].

We value you as a tenant and would like to offer a renewal of your lease. Attached to this letter, you will find the new lease agreement for your review. The proposed terms are as follows:

- New Lease Term: [Start Date] to [End Date]
- New Monthly Rent: \$[Amount]
- Other Changes: [List any other changes or state "No other changes"]

If you wish to renew, please sign and return the attached agreement by [Deadline Date]. If you do not intend to renew, please provide written notice of your intent to vacate by [Notice Deadline Date].

If you have any questions regarding the new terms, please contact me at [Phone Number] or [Email].

Sincerely,

[Your Signature]  
[Your Printed Name]