

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Confirmation of Lease Renewal for [Property Address]

Dear [Tenant Name],

This letter serves as formal confirmation that both the Landlord and Tenant have mutually agreed to renew the lease agreement for the property located at [Property Address].

The terms of the renewal are as follows:

- **Renewal Term:** [Number] months/years
- **New Start Date:** [Start Date]
- **New Expiration Date:** [End Date]
- **Monthly Rent Amount:** \$[Amount]
- **Security Deposit:** [Held as per original agreement / Adjusted to \$Amount]

All other terms and conditions of the original lease agreement signed on [Original Lease Date] shall remain in full force and effect.

Please sign and return one copy of this letter to acknowledge your agreement to these terms. Keep the second copy for your records.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

Acknowledgment

I, [Tenant Name], agree to the lease renewal terms as stated above.

Tenant Signature

Date