

[Date]

[Tenant Name]
[Property Address]
[City, State, Zip Code]

Dear [Tenant Name],

This letter is to formally confirm that your request to renew the lease for the property located at [Property Address] has been approved.

The terms of your renewed lease are as follows:

- **New Lease Term:** [Start Date] to [End Date]
- **Monthly Rent Amount:** \$[Amount]
- **Payment Due Date:** [Day of the month, e.g., 1st]

All other terms and conditions of your original lease agreement will remain in full force and effect during this renewal period.

Please find the attached lease renewal agreement. We kindly ask that you sign and return the document by [Deadline Date]. Once we have received your signature, we will provide you with a fully executed copy for your records.

Thank you for continuing to be our tenant. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Landlord Name]
[Property Management Company Name]
[Contact Information]