

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Name/Address]. As your current lease is set to expire on [Current Lease End Date], we would like to offer you the opportunity to renew early and secure a discounted rate.

If you sign a new [Number of Months]-month lease by [Deadline Date], we are pleased to offer you a discounted monthly rent of \$[Discounted Amount]. This is a savings of \$[Savings Amount] per month compared to the standard renewal rate.

Renewal Offer Details:

- **New Lease Term:** [Start Date] to [End Date]
- **Discounted Monthly Rent:** \$[Amount]
- **Security Deposit:** [Carry over existing / Adjusted amount]

To accept this offer, please contact our office at [Phone Number] or reply to this email by [Deadline Date]. If we do not hear from you by this date, the standard renewal rate of \$[Standard Rate] will apply.

Thank you for being a valued resident. We look forward to having you with us for another term.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]