

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Dear [Tenant Name],

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

We value you as a tenant and would like to invite you to stay for another fixed term. Below are the terms for the renewal offer:

- **New Lease Term:** [Number] months
- **New Start Date:** [Date]
- **New End Date:** [Date]
- **Monthly Rent:** \$[Amount]

By signing this renewal early, you will secure your housing and lock in the rental rate listed above. This offer is valid until [Expiration Date of Offer].

If you wish to accept this offer, please contact us at [Phone Number/Email] or sign and return the attached renewal agreement by the date mentioned above.

If you have any questions or wish to discuss different term lengths, please let us know.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]