

[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 with flexible term options.

To provide you with more choice, we are offering the following renewal paths:

- **Option 1 (Long-Term):** [Number] Months at \$[Amount] per month.
- **Option 2 (Short-Term):** [Number] Months at \$[Amount] per month.
- **Option 3 (Month-to-Month):** \$[Amount] per month.

Early Renewal Incentive:

If you sign your renewal lease by [Incentive Deadline Date], you will receive [Incentive Details, e.g., a \$100 rent credit / one-time carpet cleaning].

Please let us know which option you prefer by [Response Deadline Date]. Once you have made your selection, we will send the formal lease agreement for your digital signature.

If you have any questions or would like to discuss a custom term, please contact the leasing office at [Phone Number] or [Email Address].

Sincerely,

[Property Manager Name]
[Management Company/Landlord Name]