

Date: [Current Date]

Tenant Name(s): [Tenant Names]

Property Address: [Property Address, Unit Number]

City, State, Zip: [City, State, Zip]

Dear [Tenant Name],

Your current lease agreement is scheduled to expire on [Current Lease End Date]. We value your tenancy and would like to offer you the opportunity to renew your lease early.

We are pleased to offer you the following options for renewal:

Option 1: New Fixed-Term Lease

- Term: [Number of Months, e.g., 12 months]
- Monthly Rent: \$[Amount]
- New Expiration Date: [Date]

Option 2: Month-to-Month Agreement

- Term: Month-to-Month
- Monthly Rent: \$[Amount]
- Start Date: [Date immediately following current lease end]

Please note that all other terms and conditions of your original lease agreement will remain in full force and effect. If you choose the Month-to-Month option, a [Number, e.g., 30 or 60] day written notice is required by either party to terminate the tenancy.

Please indicate your choice and return this letter to us by [Deadline Date]. Once we receive your selection, we will prepare the formal renewal documents for your signature.

☐ I wish to renew for a fixed term of [Number] months.

☐ I wish to switch to a Month-to-Month agreement.

☐ I do not intend to renew and will vacate by [Current Lease End Date].

Signature: _____ Date: _____

Thank you for being a valued resident.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

[Email Address]