

Date: [Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address]

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 your lease early.

As a gesture of appreciation for your residency, we are planning the following upgrades to your unit if you choose to renew by [Deadline Date]:

- [Upgrade Item 1, e.g., New Stainless Steel Appliances]
- [Upgrade Item 2, e.g., New Quartz Countertops]
- [Upgrade Item 3, e.g., Professional Carpet Cleaning or Fresh Paint]

Renewal Terms:

- New Lease Start Date: [Date]
- New Lease End Date: [Date]
- Monthly Rent: \$[Amount]

By renewing early, you secure your housing for the upcoming term and ensure these property improvements are scheduled at your convenience.

To accept this offer, please contact our office or sign the attached renewal agreement by [Deadline Date]. If you have any questions regarding the planned upgrades, feel free to reach out to [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]