

[Date]

[Tenant Name]

[Unit Address]

[City, State, Zip Code]

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Name/Address]. Since 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.

By signing an early renewal, you can secure your housing and take advantage of the following terms:

- **New Lease Term:** [Start Date] to [End Date]
- **Monthly Rent:** \$[Amount]
- **Early Renewal Incentive:** [Optional: e.g., No rent increase / One-time credit / Gift card]

This offer is valid until [Offer Expiration Date]. If you choose to renew, please let us know by this date so we can prepare the formal lease agreement for your signature.

If you have any questions or wish to discuss different lease terms, please contact us at [Phone Number] or [Email Address].

We look forward to having you as a resident for another year.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]