

[Date]
[Tenant Name]
[Property Address]
[Unit Number]

Dear [Tenant Name],

Your current lease for the property located at [Property Address] is scheduled to expire on [Current Lease End Date]. We would like to offer you a renewal of your lease for another [Term Length, e.g., 12 months].

Beginning on [New Lease Start Date], your new monthly rent amount will be \$[New Rent Amount]. This is an increase from your current monthly rent of \$[Current Rent Amount]. All other terms and conditions of your original lease agreement will remain in effect.

Please let us know your decision by [Deadline Date]. If you choose to renew, we will provide the new lease documents for your signature. If you do not wish to renew, please provide written notice of your intent to vacate by [Notice Deadline Date].

Thank you for being a valued tenant.

Sincerely,
[Landlord/Manager Name]
[Phone Number]
[Email Address]

Tenant Response:

I/We accept the lease renewal at the new rate of \$[New Rent Amount].
 I/We decline the lease renewal and will vacate the premises by [Lease End Date].

Tenant Signature / Date