

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Lease Expiration and Renewal Offer

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Name/Address]. We are writing to notify you that your current lease agreement is scheduled to expire on [Lease Expiration Date].

We value your residency and would like to offer you the opportunity to renew your lease. Below are the terms for the new lease term:

- **New Lease Term:** [Number of Months, e.g., 12 months]
- **New Monthly Rent:** \$[Amount]
- **Security Deposit:** [Remains on file / Additional amount required]
- **Effective Date:** [Start Date of New Lease]

If you wish to accept this renewal offer, please notify us no later than [Response Deadline Date] so that we may prepare the formal lease documents for signature.

If you do not intend to renew your lease and plan to vacate the premises, please provide a written "Notice of Intent to Vacate" by [Notice Period Deadline Date], in accordance with your current lease agreement.

Should you have any questions regarding these terms, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]