

[Date]

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

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Name/Address]. Your current lease is scheduled to expire on [Current Lease End Date].

Because you are a valued resident, we would like to offer you an **Early Bird Renewal**. By committing to stay with us now, you can secure your housing and take advantage of our special renewal rate before it is offered to the general public.

Renewal Offer Details:

- **New Lease Term:** [Number of Months] months
- **New Lease Start Date:** [Start Date]
- **New Lease End Date:** [End Date]
- **Monthly Rent Rate:** \$[Amount] (Fixed for the term)

Early Bird Incentive:

If you sign your renewal lease by [Expiration Date of Offer], we will [Insert Incentive, e.g., keep your rent at the current rate / provide a \$100 rent credit / offer a free carpet cleaning].

After [Expiration Date of Offer], the rent rate for this unit will increase to \$[Market Rate Amount] for the upcoming term.

To accept this offer, please contact the leasing office at [Phone Number] or reply to this email. We will then prepare the digital lease documents for your signature.

Thank you for choosing to make your home with us.

Sincerely,

[Your Name/Property Manager Name]
[Management Company Name]
[Contact Information]