

[Sender Name]
[Property Management Company]
[Sender Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Property Address]
[City, State, Zip Code]

Subject: Lease Renewal Offer for [Property Address]

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Address]. As your current lease agreement is scheduled to expire on [Current Lease End Date], we would like to offer you the opportunity to renew your lease for another fixed term.

Renewal Terms:

- **New Term:** [Number of Months] months
- **Start Date:** [New Lease Start Date]
- **End Date:** [New Lease End Date]
- **Monthly Rent:** \$[Amount]

Lease Renewal Incentive:

As a thank you for being a valued tenant, if you sign this renewal agreement by [Incentive Deadline Date], you will receive the following incentive: **[Insert Incentive, e.g., \$200 off first month's rent / One free professional carpet cleaning / Gift card to local store]**.

To accept this offer, please reply to this letter or visit our office to sign the new lease agreement no later than [Response Deadline Date].

If you do not wish to renew your lease, please provide us with a formal written notice of your intent to vacate by [Notice Deadline Date], as per your current lease requirements.

Thank you for your continued residency. We look forward to hearing from you soon.

Sincerely,

[Sender Signature]
[Sender Printed Name]