

[Landlord or Property Manager Name]  
[Address]  
[City, State, Zip Code]  
[Email]  
[Phone Number]

[Date]

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

**Subject: Lease Renewal Offer for [Property Address]**

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 a new fixed term. The terms of the renewal are as follows:

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

All other terms and conditions of your original lease agreement will remain in full force and effect.

If you wish to renew your lease, please sign and return this letter or the attached renewal agreement by [Deadline Date]. If we do not hear from you by this date, we will assume you intend to vacate the premises upon the expiration of your current lease.

Please let us know if you have any questions or if you would like to discuss these terms further.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

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**Tenant Acceptance:**

I/We, [Tenant Name(s)], hereby accept the offer to renew the lease for the property located at [Property Address] under the terms stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_