

[Date]
[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]

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

Subject: Notice of Lease Renewal

Dear [Tenant Name],

Your current lease agreement 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 period. The terms of the new agreement are as follows:

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

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

If you wish to accept this renewal offer, please sign and return this letter by [Deadline Date]. Once received, we will prepare the formal lease amendment for signature.

If you do not intend to renew your lease, please provide written notice of your intent to vacate by [Notice Deadline Date] as per your current agreement.

Please contact us at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Landlord/Manager Signature]
[Printed Name]

Tenant Acceptance:

I/We accept the lease renewal terms as stated above.

Signature: _____ Date: _____