

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: Notice of Lease Expiration and Renewal Offer

Dear [Tenant Name],

This letter serves as a formal notification that your current lease agreement for the property located at [Property Address] is scheduled to expire on [Lease End Date].

We value you as a tenant and would like to offer you the opportunity to renew your lease. Below are the terms for the new lease period:

- **New Lease Term:** [Number of Months, e.g., 12 months]
- **Start Date:** [New Start Date]
- **End Date:** [New End Date]
- **Monthly Rent:** \$[Amount] per month

If you choose not to renew and intend to vacate the premises at the end of your current term, please provide written notice by [Notice Deadline Date] as per your current agreement.

To accept this renewal offer, please sign and return the enclosed lease agreement or contact the management office by [Response Deadline Date].

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]