

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Acknowledgment of Intent to Renew Lease for [Property Address]

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your notice dated [Date of Tenant's Notice] expressing your intent to renew your lease agreement for the property located at [Property Address].

We are pleased that you have decided to remain a tenant. We are currently reviewing the terms for the upcoming renewal period. You can expect to receive the formal lease renewal agreement for your review and signature by [Date].

Please note that the following terms will apply to the new lease term:

- New Lease Term: [Start Date] to [End Date]
- New Monthly Rent: \$[Amount]
- Other Changes: [List any other changes or state "None"]

Once you receive the formal agreement, please sign and return it to our office by [Deadline Date] to ensure the renewal is processed on time.

If you have any questions in the meantime, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Landlord/Property Management Company Name]