

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Dear [Tenant Name],

Your current lease for the property located at [Property Address] is scheduled to expire on [Lease Expiration Date]. We would like to offer you the opportunity to renew your lease for another term.

Renewal Terms:

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

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

To accept this renewal, please click the link below to sign your new lease agreement electronically:

[Click Here to Sign Your Renewal Agreement](#)

Please complete the signing process by [Deadline Date]. If we do not receive your signed renewal by this date, your lease will transition to a month-to-month tenancy at a rate of \$[Month-to-Month Rate] per month, or we may begin the move-out process.

If you intend to vacate the property at the end of your current lease, please provide your formal written notice via the tenant portal by [Notice Deadline Date].

Thank you for being a valued resident.

Sincerely,

[Property Manager Name]
[Management Company Name]
[Contact Phone Number]
[Contact Email]