

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: Offer to Renew Lease for [Property Address]**

Dear [Tenant Name],

We hope you have enjoyed your stay at [Property Address]. As your current fixed-term lease is scheduled to expire on [Current Lease End Date], we are pleased to offer you a renewal of your lease agreement.

The terms for the new lease period are as follows:

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

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

If you wish to accept this offer, please notify us by [Deadline Date]. Once confirmed, we will prepare the formal lease renewal documents for your signature.

If you do not intend to renew your lease and plan to vacate the premises at the end of your current term, please provide your written notice of intent to move out by [Notice Deadline Date].

We look forward to hearing from you soon.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]