

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Property Address]
[Unit Number, if applicable]
[City, State, Zip Code]

RE: Notice of Lease Renewal

Dear [Tenant Name],

Your current lease for the property located at [Property Address] is scheduled to expire on [Current Lease End Date].

We are pleased to offer you a short-term renewal of your lease agreement. The terms for this renewal period are as follows:

- **New Term Start Date:** [Start Date]
- **New Term End Date:** [End Date]
- **Monthly Rent Amount:** \$[Amount]
- **Security Deposit:** [Status of existing deposit or additional amount required]

All other terms and conditions of your original lease agreement dated [Original Lease Date] shall remain in full force and effect.

If you wish to accept this renewal offer, please sign and return this letter by [Deadline Date]. If we do not receive your signature by this date, we will assume you intend to vacate the premises by [Current Lease End Date].

Please feel free to contact me at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

Tenant Acceptance:

I/We, the undersigned, hereby agree to the terms of the lease renewal as stated above.

[Tenant Signature]

[Date]