

[Current Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your notice expressing your intent to renew your lease agreement for the property located at [Property Address], which is currently scheduled to expire on [Lease End Date].

We are pleased that you wish to continue your residency. As per our standard renewal procedure, the final approval of the lease extension is contingent upon a satisfactory property inspection. This inspection is conducted to ensure the premises are being maintained in accordance with the current lease terms and to identify any necessary repairs.

The inspection is scheduled for:

Date: [Inspection Date]

Estimated Time: [Inspection Time]

You are welcome to be present during this walkthrough, though your presence is not required. Following the inspection, we will contact you to finalize the renewal terms and provide the updated lease documents for your signature.

Thank you for your cooperation and for being a valued tenant.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]