

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Acknowledgment of Intent to Renew and Notice of New Lease Terms

Dear [Tenant Name],

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

We are pleased that you have decided to remain as a tenant. Please be advised that the renewal of the lease will be subject to the following updated terms and conditions:

- **New Lease Term:** [Start Date] to [End Date]
- **New Monthly Rent:** \$[Amount]
- **Security Deposit Adjustment:** \$[Amount, if applicable]
- **Other Modifications:** [List any other changes or state "None"]

Attached to this letter is the formal Lease Renewal Agreement reflecting these changes. Please review the document carefully. If you agree to these terms, please sign and return the document to our office by [Deadline Date].

If you have any questions regarding these new terms, please contact [Contact Person Name] at [Phone Number] or [Email Address].

We look forward to continuing our professional relationship.

Sincerely,

[Your Name/Landlord Name]

[Company Name, if applicable]

[Phone Number]