

Date: [Date]

Tenant Name(s): [Tenant Name(s)]

Property Address: [Property Address, Unit Number]

Dear [Tenant Name],

Thank you for your early notification regarding your intent to renew your lease agreement for the property located at [Property Address]. We are pleased to hear that you wish to continue your residency with us.

This letter serves as a formal acknowledgment of your intent to renew. We are currently reviewing the terms for the upcoming lease period, which will begin on [New Lease Start Date] and end on [New Lease End Date].

Next Steps:

- We will prepare the formal Lease Renewal Agreement.
- You will receive the new agreement for review and signature by [Date].
- Any updates to the monthly rent amount or lease terms will be detailed in that document.

Please note that the renewal is not finalized until both parties have signed the official Lease Renewal Agreement. If you have any questions in the meantime, please contact [Landlord/Manager Name] at [Phone Number] or [Email Address].

We appreciate your continued tenancy.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Contact Information]