

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Acknowledgment of Intent to Renew Lease

Dear [Tenant Name],

This letter serves as formal acknowledgment of your written notice dated [Date of Tenant's Notice], expressing your intent to renew the lease agreement for the property located at [Property Address].

Your current fixed-term lease is scheduled to expire on [Current Lease End Date]. We are pleased to confirm that we accept your request to renew the lease for a new term of [Length of New Term, e.g., 12 months], beginning on [New Lease Start Date] and ending on [New Lease End Date].

The terms of the renewal are as follows:

- **New Monthly Rent:** \$[Amount]
- **Security Deposit:** [State if it remains the same or if an additional amount is required]
- **Other Changes:** [List any other modifications or state "All other terms and conditions of the original lease remain in effect"]

A formal Lease Renewal Agreement/Amendment is attached to this letter. Please review, sign, and return the document by [Deadline Date] to finalize the renewal process.

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

We look forward to your continued residency.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Contact Information]