

[Landlord or Property Manager Name]
[Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Address]
[City, State, Zip Code]

Subject: Acknowledgment of Intent to Renew Lease

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your notice dated [Date of Tenant's Notice] regarding your intent to renew the lease for the property located at [Property Address].

Your current lease is scheduled to expire on [Current Lease Expiration Date]. We are pleased that you have decided to remain as a tenant. Based on your request, we will begin preparing the formal lease renewal documents for the new term, which is proposed to run from [New Start Date] to [New End Date].

Please note that the following terms will apply to the renewal period:

- New Monthly Rent: \$[Amount]
- Security Deposit Adjustment: [None/Amount]
- Additional Terms: [List any changes or "None"]

We will send the formal renewal agreement to you shortly for your signature. Please review, sign, and return the document by [Deadline Date] to ensure the renewal is finalized before your current lease expires.

Thank you for your continued residency. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title/Company Name]