

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[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 Notice] regarding your intent to renew your lease agreement for the property located at [Property Address].

We are pleased that you have decided to remain a resident. Your current lease is scheduled to expire on [Current Lease Expiration Date]. Following your request, we are preparing the new lease agreement for the upcoming term, which will begin on [New Start Date] and end on [New End Date].

The following terms will apply to your new lease period:

- **New Monthly Rent:** \$[Amount]
- **Security Deposit:** [No change / Additional amount of \$0.00 required]
- **Other Changes:** [List any other modifications or N/A]

Please expect to receive the formal lease renewal documents for signature by [Date]. All documents must be signed and returned by [Deadline Date] to ensure the renewal is finalized.

If you have any questions regarding the renewal process or the terms mentioned above, please contact [Name/Office] at [Phone Number] or [Email Address].

Thank you for choosing to continue your residency with us.

Sincerely,

[Landlord or Property Manager Name]

[Company Name]

[Phone Number]