

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

[Tenant Name]  
[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 tenant. Your current lease is scheduled to expire on [Current Lease Expiration Date]. Based on your request, the new lease term will begin on [Start Date] and end on [End Date].

The following terms will apply to the renewal period:

- New Monthly Rent Amount: \$[Amount]
- Security Deposit Carryover: \$[Amount]
- Other Changes: [List any changes or "None"]

We are currently preparing the formal Lease Renewal Agreement. You can expect to receive this document for signature by [Date]. Please review, sign, and return the document at your earliest convenience to finalize the renewal.

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

Thank you for your continued tenancy.

Sincerely,

[Landlord/Manager Signature]  
[Printed Name]