

[Date]

[Resident Name]

[Unit Number]

[Property Address]

Dear [Resident Name],

We would like to thank you for being a valued resident at [Property Name]. Your current lease is scheduled to expire on [Current Lease End Date].

Because you have been such a wonderful member of our community, we are pleased to offer you the opportunity to renew your lease for an extended term. We are offering the following renewal options:

- **[Number] Month Lease:** \$[Amount] per month
- **[Number] Month Lease:** \$[Amount] per month

To take advantage of these rates and secure your home for another term, please notify the leasing office of your decision by [Deadline Date].

If you have any questions regarding these options or if there is anything we can do to improve your living experience, please contact us at [Phone Number] or [Email Address].

We look forward to having you with us for another year!

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]