

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: Notice of Lease Renewal Offer

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date].

We value your tenancy and would like to offer you a renewal of your lease for another fixed term. We are pleased to offer you the following terms for the new lease period:

- **New Lease Term:** [Number of Months/Years]
- **Commencement Date:** [Start Date]
- **Expiration Date:** [End Date]
- **Monthly Rent Amount:** \$[Amount]

All other terms and conditions of your original lease agreement will remain in full force and effect.

If you wish to accept this renewal offer, please sign and return the attached renewal agreement by [Deadline Date]. If we do not receive your acceptance by this date, we will assume you intend to vacate the premises at the end of your current lease term.

Please contact [Name/Management Office] at [Phone Number] or [Email Address] if you have any questions or would like to discuss this offer further.

Thank you for choosing to make your home with us.

Sincerely,

[Landlord/Manager Name]

[Company Name]