

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Dear [Tenant Name],

As your current lease is set to expire on [Current Lease End Date], we would like to thank you for being a valued resident with us for the past [Number] years. Given your long-term occupancy and excellent tenancy, we are pleased to offer you a renewal of your lease agreement.

The terms for the new lease period are as follows:

- **New Lease Term:** [Number] Months
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Monthly Rent:** \$[Amount]

All other terms and conditions of your original lease agreement will remain in effect. To accept this offer, please sign and return this letter or the attached renewal agreement by [Deadline Date].

If you have any questions or wish to discuss alternative lease lengths, please contact us at [Phone Number] or [Email Address].

We look forward to having you continue your residency with us.

Sincerely,

[Landlord/Manager Name]
[Property Management Company]

Tenant Acceptance:

I/We accept the lease renewal offer as outlined above.

Signature: _____ Date: _____