

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Dear [Tenant Name],

We would like to start by thanking you for being a valued resident at [Property Name]. Your current lease is scheduled to expire on [Lease Expiration Date].

Because we value your residency, we would like to offer you the opportunity to renew your lease for another term. Below are the renewal options available to you:

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

The new terms and rate will begin on [New Lease Start Date]. All other terms and conditions of your original lease agreement will remain in effect.

To accept this renewal, please notify us of your chosen option by [Deadline Date]. Once confirmed, we will send the renewal documents for your signature.

If you do not intend to renew, please provide a formal written notice of move-out by [Notice Deadline Date] as required by your current agreement.

We hope you choose to continue making your home with us. If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Property Manager Name]

[Property Management Company Name]