

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Annual Inspection and Lease Renewal Offer

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Name/Address]. As part of our commitment to maintaining a safe and comfortable living environment, it is time for the annual property inspection and a review of your lease agreement.

1. Annual Inspection Notice

The annual inspection of your unit is scheduled for:

Date: [Inspection Date]

Estimated Time: [Start Time] to [End Time]

You do not need to be present during this inspection, but you are welcome to be there if you prefer. We will be checking the general condition of the unit, smoke detectors, and plumbing fixtures.

2. Lease Renewal Offer

Your current lease is set to expire on [Lease Expiration Date]. We would like to offer you the opportunity to renew your lease for another [Term Length, e.g., 12 months].

The renewal terms are as follows:

- **New Monthly Rent:** \$[Amount]
- **Effective Date:** [Start Date of New Lease]

Please let us know your decision regarding the renewal by [Response Deadline Date]. If you choose to renew, we will prepare the new lease documents for your signature.

If you have any questions regarding the inspection or the renewal offer, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]