

[Landlord or Property Manager Name]
[Address]
[City, State, Zip Code]
[Email]
[Phone Number]

[Date]

[Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

Dear [Tenant Name],

Thank you for your cooperation during the recent inspection of your rental unit on [Date of Inspection].

Following the inspection, we are pleased to inform you that your property is being well-maintained. As your current lease is set to expire on [Current Lease End Date], we would like to formally offer you a lease extension to remain in your home.

The terms for the new lease period are as follows:

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

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

If you wish to accept this offer, please notify us by [Deadline Date]. Once confirmed, we will prepare the lease extension document for your signature.

If you have any questions regarding this offer or wish to discuss different term lengths, please contact us at [Phone Number/Email].

We value you as a tenant and hope to continue our professional relationship.

Sincerely,

[Signature]
[Printed Name]
[Title/Company Name]