

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Dear [Tenant Name],

Thank you for your cooperation during the recent inspection of your rental unit on [Date of Inspection]. We are pleased to inform you that the property has been well-maintained, and we would like to offer you a renewal of your lease agreement.

Your current lease is scheduled to expire on [Current Lease End Date]. We are offering a new lease term starting on [New Start Date] with the following options:

- **Option 1: [Number] Month Lease** - New Rent: \$[Amount] per month
- **Option 2: [Number] Month Lease** - New Rent: \$[Amount] per month

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

To accept this offer and secure your continued residency, please notify us of your preferred option by [Deadline Date]. Once confirmed, we will send the formal renewal documents for your signature.

If you do not intend to renew your lease, please provide your written notice to vacate by [Notice Deadline Date].

We value you as a tenant and look forward to having you stay with us.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]