

Date: [Insert Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Tenancy Renewal Invitation for [Property Address]

Dear [Tenant Name],

Thank you for your cooperation during the recent property inspection on [Date of Inspection]. We are pleased to inform you that the property is being maintained in excellent condition.

As your current lease agreement is set to expire on [Lease End Date], we would like to formally invite you to renew your tenancy for another term.

The proposed terms for the new lease are as follows:

- New Lease Duration: [e.g., 12 months]
- New Monthly Rent: [Insert Amount]
- Start Date: [Insert Date]

If you wish to accept this renewal offer, please let us know by [Deadline Date]. Once confirmed, we will prepare the updated lease agreement for your signature.

If you have any questions or wish to discuss the terms further, please contact us at [Phone Number] or [Email Address].

We look forward to having you continue as a tenant.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]