

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Property Address]

Dear [Insert Tenant Names],

As your current lease agreement is set to expire on [Insert Lease End Date], we would like to discuss the possibility of renewing your tenancy.

Property Condition Review

Based on our recent inspection/review of the property, its condition is noted as: [Insert Condition, e.g., Excellent/Well-Maintained]. We appreciate the care you have taken with the premises. [Optional: Note any specific repairs or maintenance required].

Lease Renewal Offer

We are pleased to offer you a renewal of your lease under the following terms:

- **New Lease Term:** [Insert Length, e.g., 12 months]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **New Monthly Rent:** \$[Insert Amount]
- **Security Deposit:** [Insert "Remains the same" or specify increase]

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

Next Steps

If you wish to accept this renewal offer, please notify us in writing by [Insert Deadline Date]. Once confirmed, we will provide the updated lease documents for your signature.

If you do not intend to renew and plan to vacate the property at the end of your current term, please provide your formal notice by the date mentioned above.

Thank you for being a valued tenant.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]