

Date: [Insert Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Notice of Property Inspection and Lease Renewal Option

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Address]. As your current lease agreement is set to expire on [Lease End Date], we would like to discuss the renewal of your tenancy and schedule a routine property inspection.

1. Property Inspection

As per your lease agreement, we will be conducting a formal inspection of the premises on:

Date: [Inspection Date]

Time: [Inspection Time]

The purpose of this visit is to assess the condition of the property and identify any necessary maintenance or repairs. You do not need to be present, but you are welcome to be there if you wish.

2. Lease Renewal Offer

We are pleased to offer you a lease renewal for another [Length of Term, e.g., 12 months]. The new terms will be as follows:

- New Lease Period: [Start Date] to [End Date]
- New Monthly Rent: \$[Amount]
- Security Deposit: [Mention if any change or "Same as current"]

Please let us know your intention to renew by [Deadline Date]. If you choose to renew, we will prepare the new lease documents for your signature. If you intend to vacate the property at the end of your current term, please consider this your formal notice period requirement.

If the scheduled inspection time does not work for you, or if you have any questions regarding the renewal, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Contact Information]