

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

[Date]

[Tenant Name]
[Address]
[City, State, Zip Code]

RE: Notice of Routine Inspection and Lease Extension Offer

Dear [Tenant Name],

This letter is to inform you that a routine inspection of your rental unit located at [Property Address] is scheduled for [Date] at [Time]. The purpose of this visit is to assess the condition of the property and identify any necessary maintenance or repairs.

As per your lease agreement, we will require access to the premises at the time mentioned above. You do not need to be present, but you are welcome to be there if you wish.

Furthermore, as your current lease is set to expire on [Current Lease End Date], we would like to offer you the opportunity to extend your tenancy. We have enjoyed having you as a tenant and would be pleased to offer a lease extension for an additional [Duration, e.g., 12 months].

The terms for the extension are as follows:

- **New Lease Period:** [Start Date] to [End Date]
- **Monthly Rent:** \$[Amount]

If you wish to accept this extension, please let us know by [Deadline Date]. We will then prepare the necessary paperwork for your signature. If you do not intend to renew, please provide your formal written notice of intent to vacate by the same date.

Should you have any questions regarding the inspection or the lease extension, please contact me directly.

Sincerely,

[Signature]
[Printed Name]