

**Date:** [Insert Date]

**To:** [Tenant Name]

**Property Address:** [Insert Property Address]

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Address]. As your current lease is set to expire on [Current Lease End Date], we would like to offer you the opportunity to renew your tenancy.

## 1. Lease Renewal Offer

We are pleased to offer you a new lease term starting on [Start Date] and ending on [End Date].

- **New Monthly Rent:** \$[Insert Amount]
- **Security Deposit:** [Insert Status, e.g., Remains on file]

Please notify us by [Deadline Date] if you wish to accept this offer so we can prepare the formal agreement.

## 2. Property Inspection Update

As part of our commitment to maintaining the property, we have scheduled a routine inspection for:

**Inspection Date:** [Date]

**Estimated Time Window:** [Time, e.g., 10:00 AM - 12:00 PM]

The purpose of this visit is to check for any necessary repairs and ensure all safety equipment is functioning correctly. You do not need to be present, but you are welcome to be there if you prefer. Please ensure any pets are secured.

If you have any questions regarding the renewal or the inspection, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]