

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Lease Renewal Offer and Account Standing Ledger

Dear [Tenant Name],

As your current lease agreement for the property located at [Property Address] is set to expire on [Lease End Date], we are pleased to offer you a renewal for the upcoming term.

Enclosed with this letter, please find a copy of your Account Standing Ledger. This document provides a detailed record of your payment history, including rent paid, any outstanding balances, and your current security deposit status. We provide this transparency to ensure all records are accurate as we move into a new lease period.

To proceed with your lease renewal, please review the attached ledger and the new lease agreement. If you have any questions regarding the account balance or the renewal terms, please contact our office at [Phone Number] or via email at [Email Address].

We value you as a tenant and look forward to your continued residency.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]