

Date: [Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address]

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date].

We would like to offer you a renewal of your lease for a new fixed-term period of [Number of Months] months, beginning on [New Lease Start Date] and ending on [New Lease End Date].

Please be advised that starting on [New Lease Start Date], the monthly rent for the property will increase from \$[Current Rent Amount] to \$[New Rent Amount] per month.

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

If you wish to renew your lease under these new terms, please sign and return the attached renewal agreement by [Deadline Date]. If we do not hear from you by this date, we will assume you do not intend to renew, and you will be expected to vacate the premises by [Current Lease End Date].

If you have any questions regarding this increase or the renewal process, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]