

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

**RE: Notice of Lease Expiration and Rent Increase**

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Name/Address]. This letter is to inform you that your current lease agreement is scheduled to expire on [Lease End Date].

We would like to offer you a lease renewal for a new term beginning on [Start Date]. Due to [Optional: increases in operating costs/market conditions], the monthly rent for your unit will be adjusted.

**Current Rent:** \$[Current Amount]

**New Rent Amount:** \$[New Amount]

**Effective Date:** [Date New Rent Starts]

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

If you choose not to renew, please provide your formal written notice of intent to vacate by [Notice Deadline Date] as per your current lease agreement.

Thank you for being a valued tenant. Please contact [Contact Name] at [Phone Number/Email] if you have any questions.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]