

[Date]

[Resident Name(s)]

[Property Name]

[Unit Number]

[Property Address]

[City, State, Zip Code]

Dear [Resident Name],

We hope you have enjoyed living at [Property Name]. Your current lease agreement is scheduled to expire on **[Lease Expiration Date]**.

We would like to invite you to renew your lease for another term. To account for [Reason: market adjustments/operating costs], there will be an adjustment to your monthly rent. Your new lease terms are outlined below:

- **Current Rent:** \$[Amount]
- **New Monthly Rent:** \$[Amount]
- **Effective Date:** [Date]
- **Renewal Term:** [Number] Months

If you wish to renew, please sign and return the enclosed lease renewal agreement by **[Deadline Date]**. If we do not hear from you by this date, your lease may transition to a month-to-month agreement at a rate of \$[Amount] per month, or you may be required to vacate the premises by your current expiration date.

If you do not plan to renew your lease, please provide us with a written **[Number]**-day notice of your intent to move out as required by your current contract.

Thank you for being a valued resident. Please contact the management office at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Property Manager Name]

[Property Management Company]