

[Date]

[Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

Dear [Tenant Name],

Your current lease for the property located at [Property Address] is scheduled to expire on [Current Lease End Date]. We have enjoyed having you as a tenant and would like to offer you a renewal of your lease agreement.

The terms for the new lease period are as follows:

- **New Lease Term:** [Number of Months] months
- **Start Date:** [New Start Date]
- **End Date:** [New End Date]
- **Monthly Rent:** \$[Amount]

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

If you wish to accept this renewal offer, please sign and return this letter or contact our office by [Deadline Date] to receive the formal lease document. If we do not hear from you by this date, we will assume you intend to vacate the premises at the end of your current lease.

Please let us know if you have any questions.

Sincerely,

[Landlord or Property Manager Name]
[Company Name]
[Phone Number]
[Email Address]

Tenant Acceptance:

I/We accept the lease renewal offer as outlined above.

Signature: _____ Date: _____