

Date: [Current Date]

[Tenant Name]
[Property Address]
[Unit Number]

Dear [Tenant Name],

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

As a valued resident, we would like to offer you an early opportunity to renew your lease. By signing early, you can secure your housing for the upcoming year and avoid future market increases.

Renewal Terms:

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

This early renewal offer is valid until [Expiration Date of Offer].

If you wish to accept this offer, please contact us at [Phone Number] or reply to this email. We will then prepare the renewal documents for your signature.

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

Thank you for being our resident.

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company Name]
[Contact Information]