

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Property Address]

Unit Number: [Insert Unit Number, if applicable]

Dear [Tenant Names],

Your current lease agreement for the property listed above is scheduled to expire on [Current Lease End Date].

We value you as a tenant and would like to offer you a renewal of your lease for a new term of [Number of Months, e.g., 12] months, beginning on [New Lease Start Date].

Starting on [New Lease Start Date], the monthly rent will increase to \$[New Rent Amount] per month. This change reflects current market conditions and increases in property operating costs.

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

Please let us know your decision by [Deadline Date] by selecting one of the options below:

- **Option 1:** I/We accept the renewal offer at the new rent amount of \$[New Rent Amount].
- **Option 2:** I/We do not wish to renew the lease and will vacate the property by [Current Lease End Date].

If you choose to renew, we will prepare the new lease documents for your signature. If we do not hear from you by [Deadline Date], we will assume you do not intend to renew, and you will be expected to vacate the premises by the end of your current term.

Thank you for your continued residency.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]