

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Lease Renewal for [Property Address / Unit Number]

Dear [Tenant Name],

Your current lease agreement is scheduled to expire on [Current Lease Expiration Date]. Following our recent discussions, we are pleased to offer a renewal of your lease based on the negotiated terms outlined below.

Proposed Renewal Terms:

- **New Lease Term:** [Start Date] to [End Date] ([Number] months)
- **Monthly Rent:** \$[Amount]
- **Security Deposit:** [State if remaining the same or if an additional amount is required]
- **Special Concessions/Terms:** [List any negotiated items such as repairs, parking, or utilities]

All other terms and conditions of your original lease agreement dated [Original Lease Start Date] shall remain in full force and effect unless otherwise modified by this renewal agreement.

If you accept these terms, please sign and return this letter by [Deadline Date]. Once received, we will provide the formal Lease Amendment for your final signature.

We value your residency and look forward to continuing our professional relationship.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

Tenant Acceptance:

I/We accept the terms of the lease renewal as stated above.

Signature: _____ Date: _____