

[Date]

[Tenant Name]

[Unit Number]

[Property Name]

[Property Address]

Dear [Tenant Name],

Your current lease for unit [Unit Number] is scheduled to expire on [Current Lease End Date]. We have enjoyed having you as a resident and would like to offer you the opportunity to renew your lease.

Below are the renewal options available to you:

- **Option 1: [Length, e.g., 12 Months]** - \$[Monthly Rent Amount] per month
- **Option 2: [Length, e.g., 6 Months]** - \$[Monthly Rent Amount] per month
- **Option 3: Month-to-Month** - \$[Monthly Rent Amount] per month

Please note that all other terms and conditions of your original lease agreement will remain in full force and effect.

To accept this offer, please notify the management office by [Deadline Date]. 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 term.

If you have any questions or would like to discuss these options, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Property Manager Name]

[Property Management Company]

Tenant Acceptance:

I/We elect to renew the lease for Option ____ (Initial here: ____)

Date: _____