

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: Lease Renewal Offer for [Property Address]

Dear [Tenant Name],

Your current lease agreement is scheduled to expire on [Current Lease End Date]. We have enjoyed having you as a tenant and would like to offer you the opportunity to renew your lease for another fixed term.

The terms for the new lease period are as follows:

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

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

Please let us know your decision by [Response Deadline Date]. If you choose to accept this offer, we will prepare the new lease documents for your signature. If you do not intend to renew, please provide this office with a formal written notice of your intent to vacate by the date mentioned above.

Thank you for your continued residency. If you have any questions, please contact us at [Phone Number/Email].

Sincerely,

[Landlord/Property Manager Signature]

[Printed Name]

Tenant Response:

I/We accept the offer to renew the lease for the term stated above.

I/We decline the offer and will vacate the premises by [Current Lease End Date].

Tenant Signature

Date