

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Notice of Lease Renewal Offer

Dear [Tenant Name],

Your current lease for the property located at [Property Address] is scheduled to expire on [Current Lease End Date]. We would like to offer you the opportunity to renew your lease for another term.

The terms for the new lease agreement are as follows:

- **New Lease Term:** [Number of Months/Years]
- **New Lease Start Date:** [Start Date]
- **New Lease End Date:** [End Date]
- **New Monthly Rent:** \$[Amount]
- **Security Deposit:** [State if same or if additional funds are required]

All other terms and conditions of your original lease agreement will remain in effect. If you wish to accept this renewal offer, please sign and return the attached renewal agreement by [Deadline Date].

If you do not intend to renew your lease and plan to vacate the premises, please provide us with a written notice of non-renewal by [Notice Deadline Date] as required by your current lease.

If you have any questions regarding this offer, please contact [Landlord/Manager Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]