

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Property Address]
[Unit Number]
[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 would like to invite you to renew your lease for another term.

We are pleased to offer you the following renewal options:

- **Option 1:** [Number of Months] month lease at \$[Amount] per month.
- **Option 2:** [Number of Months] month lease at \$[Amount] per month.
- **Option 3:** Month-to-month agreement at \$[Amount] per month.

All other terms and conditions of your original lease agreement will remain in effect. To accept this offer, please notify us of your chosen option by [Deadline Date]. Once you have confirmed, we will send the formal renewal documents for your signature.

If you do not intend to renew, please provide your formal written notice to vacate by [Notice Deadline Date], as required by your current lease.

Thank you for being a valued tenant. Please contact us at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Your Signature]
[Your Printed Name]
[Property Manager/Landlord Title]