

Date: [Current Date]

To: [Tenant Name]

Property Address: [Full Property Address]

Subject: Notice of Lease Renewal Offer

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date].

We value you as a tenant and would like to offer you the option to renew your lease for an additional term. The terms for the renewal are as follows:

- **New Lease Term:** [Number of Months/Years]
- **Start Date:** [New Lease Start Date]
- **End Date:** [New Lease End Date]
- **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 full force and effect.

Please notify us of your decision to accept or decline this offer by [Deadline Date]. If you accept, we will prepare the formal lease renewal documents for your signature.

If we do not hear from you by the date mentioned above, we will assume you do not wish to renew, and you will be expected to vacate the premises by [Current Lease End Date].

Thank you for your continued residency.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]