

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Lease Renewal Notice for [Property Address]

Dear [Tenant Name],

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

We value you as a tenant and would like to offer you the opportunity to renew your lease for an additional term of [Renewal Term, e.g., 12 months].

The terms for the new lease period will be as follows:

- **New Lease Term:** [Start Date] to [End Date]
- **New Monthly Rent:** \$[Amount]
- **Security Deposit:** [State if it remains the same or if an additional amount is required]

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

Please let us know your decision by [Deadline Date]. If you choose to renew, we will prepare the new lease documents for your signature. If you do not wish to renew, please consider this letter as a reminder of the move-out requirements as outlined in your current agreement.

If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]