

[Property Manager/Landlord Name]
[Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Subject: Early Lease Renewal Offer

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Name/Address]. As your current lease is scheduled to expire on [Current Lease End Date], we would like to offer you the opportunity to renew your lease early.

By renewing now, you can secure your housing for the upcoming year and take advantage of the following terms:

- **New Lease Term:** [Start Date] to [End Date]
- **Monthly Rent:** \$[Amount]
- **Renewal Incentive:** [List Incentive, e.g., No rent increase / Gift card / One-time discount]

This early renewal offer is valid until [Expiration Date of Offer]. After this date, the terms may be subject to change based on current market rates.

If you wish to accept this offer or have any questions regarding the renewal process, please contact us at [Phone Number] or [Email Address]. Once confirmed, we will send the formal lease agreement for your signature.

Thank you for being a valued resident. We look forward to having you with us for another term.

Sincerely,

[Landlord/Property Manager Signature]
[Printed Name]