

[Date]

[Tenant Name]  
[Property Address]  
[City, State, Zip Code]

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 a renewal of your lease for a new fixed-term period. The details of the renewal offer are as follows:

- **New Lease Term:** [Number of Months] months
- **Start Date:** [New Start Date]
- **End Date:** [New End Date]
- **Monthly Rent:** \$[Amount]

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

If you wish to accept this renewal offer, please notify us by [Deadline Date]. Once confirmed, we will provide the formal lease amendment for your signature.

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

Thank you for being a valued tenant. We look forward to hearing from you.

Sincerely,

[Landlord/Property Manager Name]  
[Phone Number]  
[Email Address]