

[Date]

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

**Subject: Notice of Apartment Lease Renewal**

Dear [Tenant Name],

Your current lease for the property located at [Property Address] is scheduled to expire on [Lease Expiration Date]. We value your residency and would like to offer you the opportunity to renew your lease for another term.

The terms for the new lease period starting [Start Date] and ending [End Date] are as follows:

- **New Monthly Rent:** \$[Amount]
- **Security Deposit:** [Current deposit remains on file/Additional amount required]
- **Other Changes:** [List any changes to terms or "No changes"]

If you wish to renew your lease, please sign and return the attached renewal agreement by [Deadline Date]. If we do not hear from you by this date, we will assume you intend to vacate the premises by the end of your current lease term.

If you do not plan to renew, please provide written notice of your intent to vacate by [Notice Deadline Date] in accordance with your current lease agreement.

Please contact us at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Landlord/Manager Name]  
[Property Management Company]