

**Date:** [Date]

**Tenant Name(s):** [Tenant Names]

**Property Address:** [Property Address, Unit Number, City, State, Zip]

Dear [Tenant Name],

As your current lease agreement for the property located at [Property Address] is set to expire on [Current Lease End Date], we would like to formally offer you a renewal of your lease.

We value you as a tenant and would be pleased to have you continue your residency. The terms for the new lease period are as follows:

- **Renewal Term:** [Number of Months/Years]
- **New Lease Start Date:** [Start Date]
- **New Lease End Date:** [End Date]
- **Monthly Rent Amount:** \$[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.

If you wish to accept this renewal offer, please notify us in writing by [Response Deadline Date]. Once we receive your confirmation, we will prepare the formal lease renewal documents for your signature.

If you do not intend to renew your lease and plan to vacate the premises by [Current Lease End Date], please provide your formal notice of intent to vacate by [Notice Deadline Date].

Thank you for your prompt attention to this matter. Please contact [Name/Office] at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Your Name/Landlord Name]  
[Company Name, if applicable]  
[Phone Number]