

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address, Unit Number]

Dear [Tenant Name],

Your current lease agreement for the property located at the address above is scheduled to expire on **[Lease End Date]**.

We value your residency and would like to offer you a renewal of your lease for another [12-month] term. Below are the proposed terms for the new lease period:

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

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

Please notify us of your decision to renew or vacate by **[Notice Deadline Date]**. If you choose to renew, we will provide the formal lease renewal documents for your signature. If we do not hear from you by this date, we will assume you intend to vacate the premises upon the expiration of your current lease.

If you have any questions regarding this notice, please contact [Landlord/Property Manager Name] at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Company Name, if applicable]