

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Lease Renewal Offer

Dear [Tenant Name],

We hope you have enjoyed living at [Property Name/Address]. As your current lease is set to expire on [Current Lease End Date], we would like to offer you the opportunity to renew your lease for another term.

We are pleased to offer the following renewal options:

- **Option 1: [Term Length, e.g., 12 Months]** - New Monthly Rent: \$[Amount]
- **Option 2: [Term Length, e.g., 6 Months]** - New Monthly Rent: \$[Amount]
- **Option 3: Month-to-Month** - New Monthly Rent: \$[Amount]

The new rental rate(s) will take effect on [New Lease Start Date]. All other terms and conditions of your original lease agreement will remain in full force and effect.

Please let us know your decision by [Deadline Date]. To accept this offer, please visit the leasing office or sign the attached renewal agreement electronically via [Portal/Platform Name].

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

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

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]