[Date]

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

Re: Notice of Lease Renewal and Property Evaluation

Dear [Tenant Name],

As your current lease agreement for the property located at [Property Address] is set to expire on [Lease End Date], I am writing to discuss the renewal terms and perform a standard property evaluation.

1. Lease Renewal Terms

We are pleased to offer a renewal of your lease under the following updated terms:

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

2. Property Evaluation Visit

In accordance with the terms of your current lease, I would like to schedule a brief walkthrough of the property to evaluate its condition and identify any necessary maintenance or repairs. This visit is scheduled for:

Date: [Date of Visit]
Time: [Time of Visit]

Please let me know by [Response Date] if this time is convenient for you. If not, please suggest an alternative time within 48 hours of the proposed date.

3. Next Steps

If you wish to renew your lease under the terms stated above, please sign and return the attached renewal agreement by [Deadline Date]. If you do not intend to renew, please provide written notice of your intent to vacate by [Notice Deadline Date].

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

Sincerely,

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