

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Lease Renewal Notice

We hope this message finds you well. Your current lease for the property located at [Property Address] is set to expire on [Lease Expiration Date].

We would like to inform you that we are offering you the option to renew your lease for an additional term of [Length of New Lease] under the following terms:

- New Lease Start Date: [Start Date]
- New Lease End Date: [End Date]
- Monthly Rent: [New Rent Amount]
- Any additional terms or changes: [Specify if any]

Please let us know your intentions regarding the lease renewal by [Response Deadline Date]. If you wish to renew, kindly sign and return the attached lease renewal agreement. If you choose not to renew, please ensure that you vacate the premises by the lease expiration date.

Thank you for being a valued tenant. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position] (if applicable)
[Your Company Name] (if applicable)
[Attachment: Lease Renewal Agreement]